

## Lunch Ordering for 2011/2012

### LUNCH ORDERING ONLINE:

1. All lunch orders must be placed online using the BCS website order form. To place a lunch or milk order, go to [www.blackhawkchristian.org](http://www.blackhawkchristian.org)
2. Click on **LunchBuilders**.
3. Choose the appropriate **Lunch Menu**.
4. Login as a first time user or, returning user with your login and password from last school year.
5. Lunches can only be ordered 1 week during each month – the 2<sup>nd</sup> or 3<sup>rd</sup> **Monday** until the 3<sup>rd</sup> or 4<sup>th</sup> **Tuesday, at midnight**.

*If you are unable to order online please contact me to make arrangements for future weeks.*

### FIRST TIME USERS:

1. Log-in as a **FIRST TIME USERS**.
2. Enter the school code, which is: 62BCSINNC.
3. Enter your family information and create your personal login password.
4. Complete your account setup information to activate your account.
5. If you have more than one student you will be asked to **check the names** of all students for whom you are ordering.

*If your family entered the same student more than once, please contact me and I will make the change.*

### ORDERING:

1. Select **PLACE ORDER** to submit a separate order for EACH student (or staff member) in your family who wants hot lunches or milk.
2. After you fill-in EACH person's online order form and confirm it, you will **see a confirmation page** for each order.
3. A copy of each **order confirmation** will also be sent to you via **email**.
4. As you enter orders, the total amount due for your family's orders will appear in the upper left corner of the screen listed as **CURRENT BALANCE**. Select **VIEW AMOUNT DUE** after all current lunch orders have been submitted to view a recap of your family's current orders.

### PAYMENT:

1. All payment must be made by **cash, personal check, or online payment through PaySimple**.
2. Make checks payable to **Blackhawk Christian School or BCS**.
3. Write the students' name(s) and class(es) (i.e., *Jane Smith, 1A*) on the **outside of the envelope** with any payment sent to school. You do not need to send the 'lunch confirmation' sheet to school.

### Online Payment of Lunch Order:

1. Place your order for lunch or milk. Submit **all** of the family's orders before authorizing an online payment.
2. Click **Pay Now button** under Current Balance amount or on the order confirmation page.  
**Note:** There will be a \$1.25 processing fee added to each payment. If you pay for the entire year with one payment, that would be one \$1.25 processing fee, if you pay weekly \$1.25 would be added to each week's payment.
3. If you are a first time user at PaySimple, submit your **bank account numbers** – using a form that looks similar to that used when making an online payment using a credit card. After your first payment has been successfully processed and cleared, **you will no longer enter bank account numbers** when submitting payment.  
**Note:** LunchBuilders does not store bank account numbers on their servers. PaySimple stores the account numbers.
4. When an online payment has been successfully submitted, the **payment is automatically posted to your account**.  
**Note:** Duplicate payments are possible. Parents should click payment **once**. We have implemented a 3-minute delay so that multiple identical payments within 3 minutes will only count as one payment.

Please keep this email all year for a reminder of lunch information.