

HOW TO CHANGE AN ORDER (DURING OPEN ORDERING PERIOD):

1. Log into your account at www.orgsonline.com and select either “Online Lunch System” on the left side of the screen or “Click Here To Access The Lunch System” in the navy blue box on the dashboard
2. Select “Place/Edit Lunch Order” on the left side of the screen and then edit your student’s order.
3. Once you have edited your student’s order information, you will see a “Review Order” page.
4. Review your student’s order then select the “Submit Order” button to confirm the order. You must follow the automated prompts for each order through until you see the “Order Confirmation” page.
5. Any changes made will replace the original order in its entirety and you will receive another confirmation email. Do NOT delete any items you wish to keep from your existing order.
6. If you have already submitted payment and the new balance due is under \$2, you will pay the difference on the next order placed. If the new balance due is greater than \$2, you will need to submit payment for the new balance.
7. Select the “Pay Now” button located at the top left of the screen once all orders at that school have been edited and confirmed to authorize your electronic check or credit card payment.
8. If you have already submitted payment and have a credit from a previous transaction that is greater than the new balance due, the new balance will automatically be subtracted from your next order.