

# MOUNTAIN VIEW CHRISTIAN SCHOOLS



## Lunch: Billing and Ordering Process

Families who qualify for free meals do not need to place orders—meals will automatically be available at no cost. Students who qualify for free or reduced meals can take a second lunch if available – ***please note: the second lunch will be charged the full price regardless of a student qualifying for a free or reduced lunch.***

For families who qualify for paid or reduced-price meals, you must place your lunch orders through Family Portal (FACTS). ***Submit your order at least two weeks in advance.*** If you do not place an order and your child takes a lunch, a charge will be applied. An email notification will be sent when a charge is applied.

If you need help completing the lunch application, using Family Portal (FACTS), identifying your user name or resetting your password please contact Ana Garcia or Janice Dunnam by calling our office at 702-382-8610 or via email at: [agarcia-marez@mvcs.net](mailto:agarcia-marez@mvcs.net) or [jdunnam@mvcs.net](mailto:jdunnam@mvcs.net)

Please follow these steps to place your lunch order:

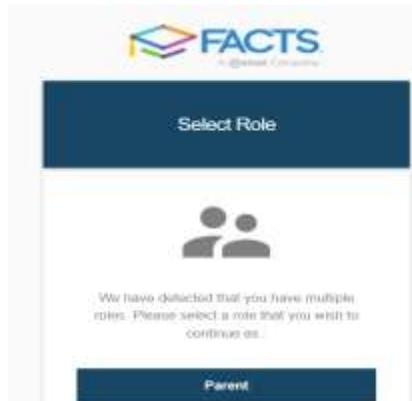
## ★ How to Order Lunches Through Family Portal (FACTS)

1. Log in to your Family Portal account (FACTS):  
<https://mvcs-nv.client.renweb.com/pwr/>
2. District Code- MVCS-NV

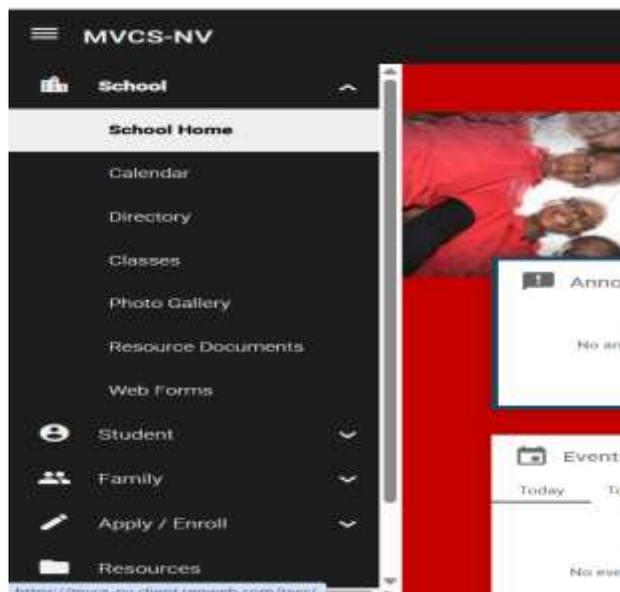
Username (assigned to you at time of registration)  
Password (assigned to you at time of registration)

A screenshot of the Family Portal login page. The page has a dark blue header with the text "Family Portal". Below the header, it says "Welcome to MVCS-NV" and "Change district" with a link. There are two input fields: "Username" and "Password". At the bottom, there is a link for "Forgot password?" and a dark blue button labeled "LOG IN".

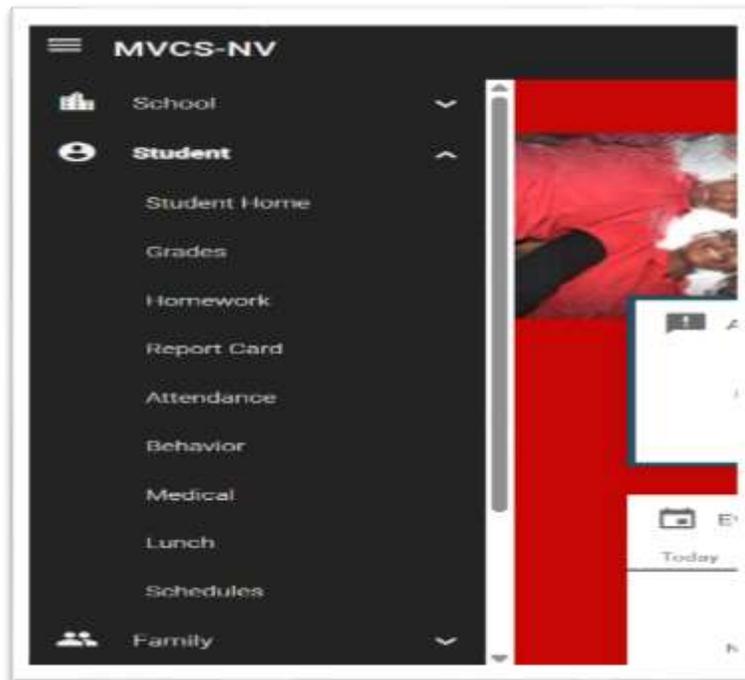
3. Choose Parent and then push LOG IN



4. Go to the three lines on the top left corner (you will see a list of choices on the left side of the page)

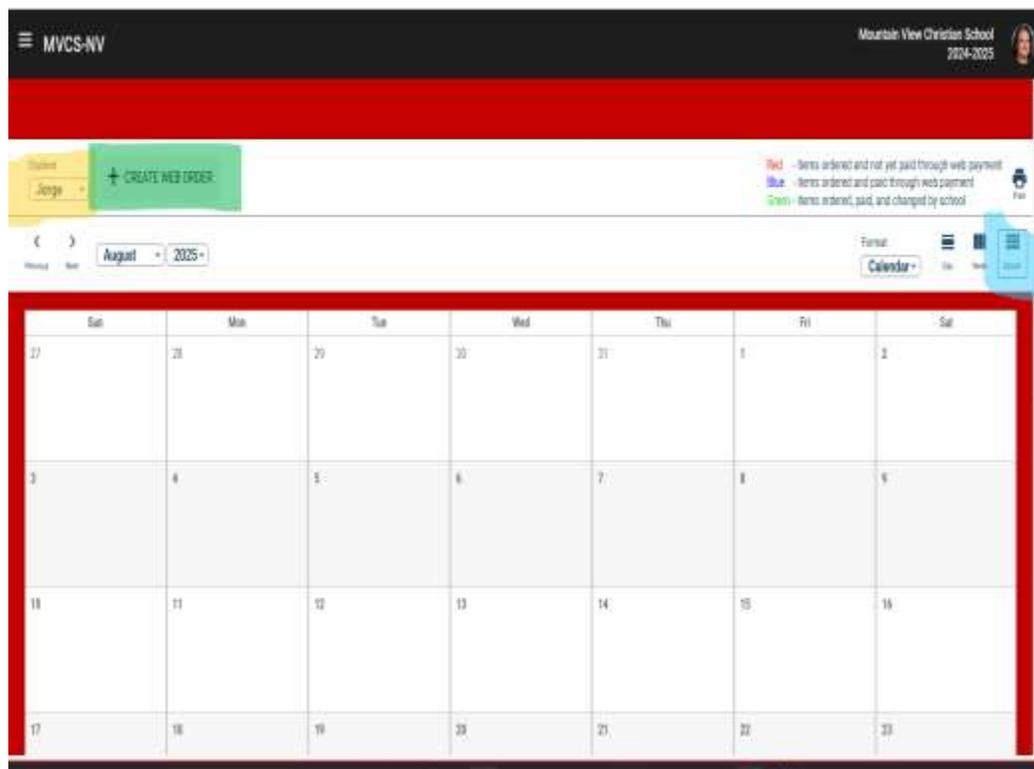


5. Choose Student, and then choose Lunch



6. Choose the Student you whose lunch you want to pre-order (Example Highlighted in Yellow)

- Choose the month format on the top right side (Example Highlighted in Blue)
- Choose +Create Web Order (Example Highlighted in Green)



7. Choose meals for each day from the menu.

- Choose quantity.

Mountain View CHS  
Lunch Ordering

### Lunch Order Form

Armando Garcia-Marez (\$0.00)  
Jorge Reyna-Garcia (\$0.00)

Lunch Items for Monday 08/25/2025 (\$0.00)

Lunch Item	Price	Quantity	Total
9-12- Cheese Pizza, Broccoli w/Ranch, Pear, Milk	\$4.00	1	\$0.00
K-8 Cheese Pizza, Broccoli w/Ranch, Pear, Milk	\$4.00		\$0.00
Preschool- Cheese Pizza, Broccoli w/Ranch, Pear, Milk	\$4.00		\$0.00
Vegetarian-Cheese Pizza, Broccoli w/Ranch, Pear, Milk	\$4.00		\$0.00

Lunch Items for Tuesday 08/26/2025 (\$0.00)  
Lunch Items for Wednesday 08/27/2025 (\$0.00)  
Lunch Items for Thursday 08/28/2025 (\$0.00)  
Lunch Items for Friday 08/29/2025 (\$0.00)

Quantity may include items previously ordered.  
Grand Total: \$0.00

- Then go to the bottom and push SUBMIT ORDER (Example Highlighted in Yellow)

Lunch Ordering

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Armando Garcia-Marez (\$0.00)  
Jorge Reyna-Garcia (\$0.00)

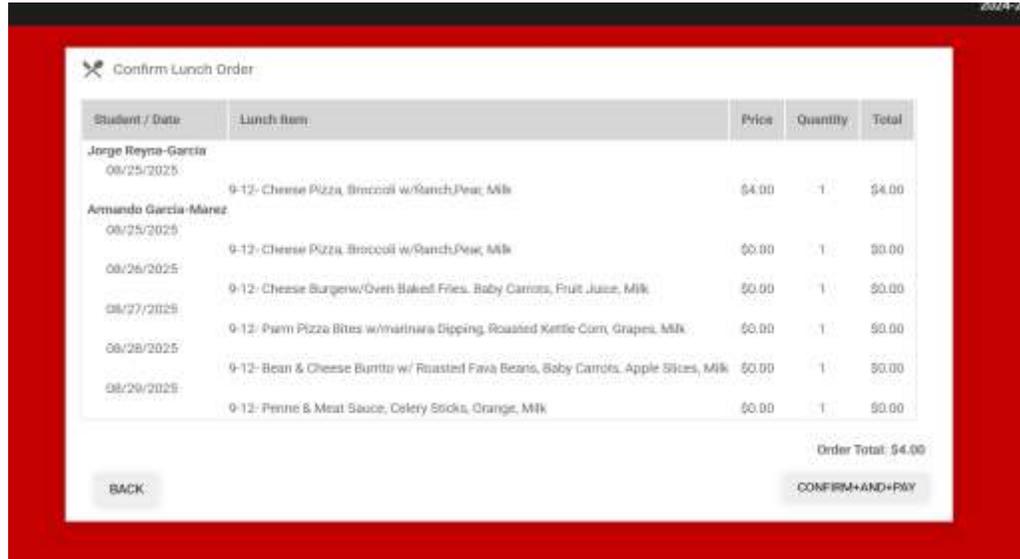
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Lunch Items for Thursday 08/28/2025 (\$0.00)  
Lunch Items for Friday 08/29/2025 (\$0.00)

Quantity may include items previously ordered.  
Grand Total: \$0.00

**SUBMIT ORDER**

8. Confirm on this page that all your choices were selected correctly for your child (ren) and the quantity is correct.

9. If its correct push CONFIRM AND PAY



Upon selecting confirm and pay it will direct you to the FACTS screen to select the method of payment that is on file. The page gives an option to add additional methods of payment. The order will not be complete until payment is received.

The status of your order is indicated by the RED, BLUE, and GREEN notifications in the top right corner:

- Red - items ordered and not yet paid through web payment
- Blue - items ordered and paid through web payment
- Green - items ordered, paid, and changed by school



Print