



Adding funds to your student's Cafeteria account

- 1 Navigate to https://factsmgt.com/
- 2 Click on Family Log in.
- 3 Click on FACTS Family Portal
- 4 Type your log in information
 - The school code is **sbk-oh**
- 5 Click **log in**

6 - In the black menu on the left hand side, click on the **Financial** tab located at the very bottom.

7 - You should then see a box labeled Prepay accounts.

- Some families may have a balance from previous years.
- Each family will have one account. If you have multiple children, all lunch money will be pulled from the family account.

Select Term

ACCOUNT

Cafeteria

2023-2024 School Year

Term

8 - Click Add funds.

9 - Here you can add any amount you wish. 10 - Click **Next -**

Payment Method

11 - Enter your payment information.

> It will only allow you to pay with a bank account.

12 - It will show you a **confirmation** screen after submitting your payment, and then it should take you back to the Financial screen in Facts.

NAME

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