

Making Food Service/Fee Payments and Adding Optional Fees in Family Access

Click on **Fee Management** or **Food Service** then click **Make a Payment**. Both links will redirect you to the Web Store.

Enter your Skyward Login ID to access your student's account(s). This process will only be required the first time you log in using your Skyward Login ID.

Attendance	Student	View Fees	View Payments	View Totals	Make a Payment	Add a Fee	
Student Info	School Year	Due Date	Fee Description	Amount Charged	Amount Paid	Amount Due	
Food Service	2017	Fri Dec 30, 2016	Elementary Registration K-5	90.00	0.00	90.00	
Schedule							
Discipline							
Test Scores							
Fee Management							

FAMILY FEES: Family food service account balance is listed under **"Food Accounts."**

STUDENT FEES: Individual student fees are listed individually under each student name. These fees are separate by required fees and optional fees. Click on an individual name to view.

Family Fees		Food Accounts	
Food Accounts		Lunch Balances	
Student Fees		Student	Current Balance
Student Test	24	Test, Student	\$0.00
		Pay Amount	\$ Amount
		Suggested	\$10 \$25 \$50

1. Amount Due is displayed in the **"Amount Due"** column.
2. To make a payment or add optional items, enter the payment amount in the **"Pay Amount"** field of desired item(s), then click **"Add to Cart."**
3. **"Continue Shopping"** will allow you to add additional items from the school store to your cart.
4. You can remove an item in your cart, by clicking the **"x"**
5. Once all selections have been made for each student, click **"Checkout"** to go to the shopping cart.

Making Online Payments with RevTrak

- Enter your email address. Select if you are a New or Returning Customer. Click the **"Continue"** button.
- Enter your billing information and click **"Continue."**

Enter your email address:

I am a new customer (You'll create a password later)
 I am a returning customer and my password is

CONTINUE

Forgot your password? Click here.

- Confirm the items in your cart and your payment method, then click **"Verify Info."**
- After verifying your information, click **"Complete Order"** to process your transaction and view your receipt.

1/16/2015 4:11:24 PM		ORDER ID: 10695002	
BILL TO		SHIP TO	
Jane Pavlichser 111 West Street Bloomington, MN 55420 888-888-8888		Jane Pavlichser 111 West Street Bloomington, MN 55420 888-888-8888	
SKU	Product	Status	Carrier Tracking # Price Qty Total
Lunch Balance	Lunch Balance Gell Pavlichser (PAVLJGA1000)	Completed	Digital \$50.00 1 \$50.00
Lunch Balance	Lunch Balance Hymah Pavlichser (PAVLHYM000)	Completed	Digital \$50.00 1 \$50.00
RETURNED CHECK FEE	RETURNED CHECK FEE Gell Pavlichser (PAVLJGA1000)	Completed	Digital \$7.00 1 \$7.00
ADM-2 ch	ADM-2 ch Gell Pavlichser (PAVLJGA1000)	Completed	Digital \$6.00 1 \$6.00
		Sub-Total: \$113.00	
		Grand Total: \$113.00	