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.*

	Student	View Fees	View Payments	View Totals	Make a Payment	Add a Fee
Attendance	School Year	Due Date	Fee Description		Amount Charged	Amount Paid	Amount Due
Student Info							
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.

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.**"

- 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.