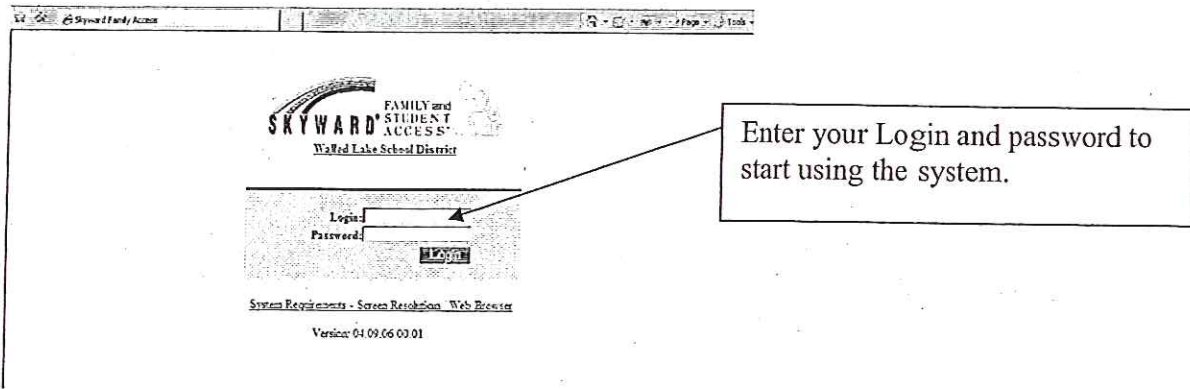


Online Payment - Preschool

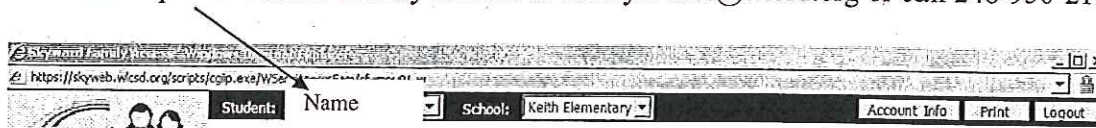
Using the Walled Lake Family Access system you can now pay for your Preschool charges online. Each child in your family has there own schedule/calendar in Family Access and will be scheduled and paid for separately. There is no charge to Walled Lake families to use this system. It's available for quick and easy payments of your Preschool charges. To use the system follow the directions below.

Visit the district website at www.wlcsd.org and click the Family/Student access link on the left side of the page. Here you can logon to the system or read more details about the system.

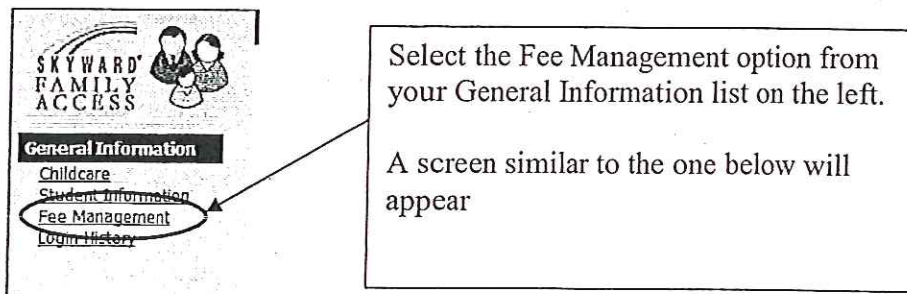
Click on the Family/Student Access link and the screen below will appear.



At the top of the screen you need to select your student by using the drop down box. If you do not see the desired student please contact Family Access at familyaccess@wlcsd.org or call 248-956-2190.



On the left side of the screen a list similar to the one pictured below will appear



Fee Management **Fee Activity** All Payments

Unpaid Balance: 5680.00 Make Online Payment

School Year	Due Date	Billing Description	Amount Charged	Amount Paid	Amount Due	Class
2010	09/10/09	PRE Registration - Pleasant Lake	\$60.00	\$60.00	\$0.00	
2010	03/11/10	Pre PLE MWF (12:00-2:30)	\$1,350.00	\$670.00	\$680.00	
TOTAL			\$1,410.00	\$730.00	\$680.00	

The Fee Activity tab will list all Fees for the child. To make the payment for the amount currently due click the "Make Online Payment" button.

Online Payment being made for [Redacted]

School Year	Ent	Due Date	Description	Amount Charged	Amount Paid	Amount Due	Pay Charge	Pay Amount	Remaining Balance
2011	050	08/10/2010	Pre DUS TTh (9:30-12:00)	500.00	540.00	360.00	<input type="checkbox"/>	<input type="text" value="0.00"/>	360.00
Totals:				360.00	0.00				

Total Remaining Balance: 360.00

Entities: (1) **Pay with RevTrack** Back

Choose the "Pay Charge" you are paying at this time. To select an item click the corresponding "Pay Charge" box. Multiple boxes may be clicked.

Enter the Pay Amount in the box provided. The Remaining Balance will then be adjusted.

Once you have selected your charges click the "Pay with RevTrack" button.

Your Shopping Cart

Thank you for shopping with us! Here are the items you have chosen for purchase. (Your shopping cart, Step 1).

Step 1: View Cart Step 2: Order Info Step 3: Payment Step 4: Receipt

Shopping cart contents:	Price	Qty	Total
<input checked="" type="checkbox"/> Skyward Family Access PTC - AM or PM 1st Child <small>Parent: Katherine, Emily (13000442)</small>	\$60.75	1	\$60.75
Total:			\$60.75

[Update Totals](#) [Empty](#) [Go to checkout](#)

in your cart.
When you are ready for Step 2, click the "Go to Checkout" button.

A screen similar to the one shown will appear. Review the items and click the "Go to Checkout" button to make a payment. The screen below will appear.

If you are using RevTrak for the first time you will need to register.

You will only need to register once per family. Enter a valid email address and check the "I am a new customer" radio button.

* The next time you use RevTrak you will enter your email address, check the "I am a returning customer" radio button, and RevTrak password and click "Sign in using our secure server."

*RevTrak Passwords are NOT retrievable by Walled Lake Schools or from the Family Access email or hotline. Please use the "Forgot your Password or email address" option on the RevTrak website to retrieve this information if misplaced.

Enter all required (*) information on the following screen. Select "Continue" when information is complete.

Verify the information and enter your payment information and proceed as instructed below.

Payments can be made using a Mastercard or Visa. Enter the indicated information in the Payment Info area and click "Verify My Info."



Your Shopping Cart

Shopping Cart Summary: Price Qty Total
 Total: 419.00
 Order Total: 512.00

BILLING INFO:
 Customer Name: Susan
 Address: 123 Any St.
 City: West Bloomfield
 State: MI / US
 Zip: 48324
 Phone: 740 123-4567

PAYMENT INFO:
 Cardholder Name:
 Card Number: XXXXXXXXXXXX
 Expiration: 6/2012
 Payment Type: Visa

Buttons: [Cancel](#) [Complete Order](#)

The final verification screen will appear. Review all information and click "Complete Order." The confirmation screen will appear.

Walled Lake CSD

THANK YOU FOR YOUR ORDER! Please SAVE and/or PRINT this page for your records.

7/20/2010 6:42:35 AM BILL TO ORDER ID: SHIP TO

SKU	Product	Quantity	Price	Qty	Total
SKY011					

PAYMENT INFO

TYPE: Visa
 NAME ON CARD:
 CARD NUMBER: XXXXXXXXXXXX
 To continue shopping, please click here.
 Please click here, or close the window to log out.

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Print the confirmation screen for your records. You will get a confirmation email of your payment once it has been successfully completed.

Once your payment has been successfully completed, return to Skyward Family Access program where you can view the payment as applied to the student account.

If you wish to make payments for another student, select that student and repeat the process.

** Walled Lake Schools makes no representation that the Family Access server will be available at any given time. There will be times when the server is unavailable due to upgrades, maintenance, and internet outages.

** Family Access remains the property of Walled Lake Schools. Walled Lake Schools reserves the right to change, modify, revoke, or suspend access at any time with or without notice for any unauthorized use.