

# BURRELL SCHOOL DISTRICT

## Make Payments for Food Service Using Skyward Family Access

*Provided through the District Web Store from RevTrak payment processing system*

Burrell School District accepts electronic payments for Food Service through Skyward Family Access using the District Web Store through the RevTrak processing system. We are currently accepting debit and credit cards from Discover, MasterCard and Visa. Making electronic payments saves time and eliminates the need to send cash and checks with your student. Funds are available in the student account within minutes after you make the payment. Make a quick payment in the evening or morning with just a few clicks!

*Please Note: A Service Fee of 3.62% (ACH-Electronic Checks) or 4.37% (credit cards) will be added to your shopping cart at checkout.*

### Electronic Payment Instructions

1. Login to SKYWARD FAMILY ACCESS.
2. Select the **Food Service** tab on left side of screen.
3. You will see the Current Account Balance at the top of the page.  
Note: You can switch between children or select all students to view children within your family access.
4. Click on **Make a Payment** next to your child's name.
5. You will be taken to the District Web Store (through RevTrak) that looks like this:



#### 6. Enter your email and password then click **LOG IN**

NOTE: If this is the first time you are using the new system, **you will need to select create a new account** and set up your new account by entering information and following the steps to create a new account.

\*You can set your password the same as your Skyward Family Access Password if you choose

A screenshot of a login form. It has a title "Log in" in blue. Below the title are two input fields: "Email" and "Password". To the right of the "Password" field is a link "Forgot password?". At the bottom right is a "LOG IN" button. At the bottom left is a "CREATE NEW ACCOUNT" button.

#### 7. Click on **FOOD ACCOUNTS** under FAMILY ACCOUNT FEES on left



8. Enter the amount to add to each student's **food service account**.
9. Click **Add to Cart** and Click **Check Out**.
10. Select your **payment card** then click continue OR click ADD CARD to enter new card information.
11. Review your billing and payment information then click **Place Order**.
12. A **receipt** screen will appear for saving or printing. A **receipt** will also be emailed to you.
13. Close the screen when you are finished.