

Food Service Payment Instructions

- Visit our district website at www.wilsonareasd.org
- **Click** on the **Skyward Link** on the left side of the page
- Enter **Login ID** and **Password**
- Click on the **Food Service tab**
- Click on **Make a Payment**
- Update **Payment Amount** for multiple students
- Update **Cart**
- Follow prompts
- Select **Pay with Vendor** (you will be directed to your shopping card in the Web Store)
- Double check fees in cart, and click **Go to Checkout** if all fees are correct
 - **PLEASE NOTE: If adjustments need to be made to your payment in Family Access:**
 - Please Empty your shopping card
 - Sign out of Skyward
 - Sign back in to Skyward to start over
- When all fees are in shopping cart, click **Go to Checkout**
- If you are a **new customer**, select **create a new account**. Enter your email address and Sign In. If you are a **returning customer**, select I am a returning customer. Enter your email address, password, and select **Sign In**.
- **Enter** your **billing and payment information (credit/debit or checking account)**. **Create a password** if required.
- Verify information for accuracy and select Complete Order.
- **Payment will be processed** and Receipt can be viewed and printed. A copy of your receipt will also be sent to the email address provided during account set up.