

# Skyward Fees

## Online Payment Guide



### Log In or Create an Account

#### Log in

Email

Password

[Forgot password?](#)

#### SKYWARD - PLEASE LOG IN

Please Enter Your Skyward Family Access Credentials Below

Login ID

Password

[Could not find username/password combination](#)

*Log in or create an account before shopping to expedite your checkout experience.* You may click outside the login prompt to proceed to shopping, but must log in or create an account prior to submitting your payment.

- ▶ Visit the **RevTrak®** Web Store.
- ▶ Existing Web Store customers must provide the **email** and **password** used to make payments in previous visits.

If you do not have a Web Store account, click **Create New Account**. Your account will track all purchases associated with your email and expedite checkout.

- ▶ Click **Log In** (existing) or **Create Account** (new) to begin.
- ▶ Click **Family Access** and **Payment Portal**.
- ▶ Provide your **Skyward Login ID** and **Skyward Password**.

### Add Student Fee Payments

Alicia Pavlichscr

#### REQUIRED

1x PARKING PERMIT Due: 12/6/2016 <span>2 days ago</span> Parking Permit	\$40.00	<input type="button" value="0"/>	<input checked="" type="button" value="\$"/> 40.00
1x SPORT PASS Due: 12/7/2016 <span>1 days ago</span> Sport Pass	\$48.50	<input type="button" value="0"/>	<input checked="" type="button" value="\$"/> 20.25

- ▶ Select the student's name to view required/optional fees.
- ▶ Click the quick-pay button to add the full amount or enter a custom amount in the field. To remove the payment, click the  button.
- ▶ Click **Add to Cart**.

# Skyward Fees

## Online Payment Guide (cont'd)



### Review & Verify Cart

#### Review & Submit


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**BILLING** EDIT

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**BILL TO:**  
Jane Doe  
123 Main Street  
City, IL 60119

**PAYMENT METHOD** EDIT

 Visa  
•••• 1111

**ITEMS**

<b>PARKING PERMIT</b>	\$40.00
Quantity: 1 For: Alicia Pavlichscr	
<b>SPORT PASS</b>	\$20.25
Quantity: 1 For: Alicia Pavlichscr	
<b>SUB TOTAL</b>	\$60.25
<b>TOTAL</b>	\$60.25

**PLACE ORDER**


**Verify all information before placing your order. To exit the cart and continue shopping, click the “x” in the top left.**

- ▶ Add a payment method.

You may save this to your Web Store account. RevTrak adheres to the highest level of PCI Certification to ensure your data’s security.

- ▶ Verify your billing address. Click **Edit** next to *Billing* or *Payment Method* if an update is needed.
- ▶ Review your items.
- ▶ Click **Place Order**.

### View/Print Receipt



Your order has been placed

PRINT RECEIPT

Order #12828020 12/05/16 11:20:36 AM

- ▶ Review your order confirmation page.
- ▶ Print or save your receipt as a PDF.

All receipts are kept on record under your Web Store account. To ensure all purchases can be easily tracked, use the same login credentials for each Web Store order.

- ▶ To continue shopping, log into the Web Store.