

## FEES AND FOOD SERVICE ONLINE PAYMENT INSTRUCTIONS

As a convenience to parents and guardians, USD 305 provides an easy and convenient way to add money to their student's food service account and to pay for school-related fees. Online payments can be made for fees and into food service accounts through the Skyward Family Access parent portal. A link to Skyward Family Access can be found on the school district's website <https://www.usd305.com> Parents can make payments from a home or work computer 24/7 using Discover, Visa or MasterCard debit or credit card. We have contracted with RevTrak, a national credit card payment processor, to provide a secure site for making payments.

### INSTRUCTIONS FOR MAKING A PAYMENT:

- Login to Skyward Family Access
- Select **Food Service** or **Fee Management** from the menu on the left
  - Select **Make A Payment**

The screenshot shows the Skyward Family Access portal. The top navigation bar includes "Returning Parent", "My Account", and "Exit". The main header displays the Skyward logo and "Family Access All Students". A left sidebar menu contains links for Home, Online Registration, Attendance, Student Info, Food Service (highlighted), Test Scores, Fee Management, Skylert, and Login History. The main content area is titled "Food Service" and includes a "View Applications" link. It shows the "Current Account Balance" for a family (\$0.00) and "Today's Lunch Menu" (No lunch menu details available). Below this, there are sections for "Big Brother (Heusner Elementary)" and "Returning (Heusner Elementary)", each with a "Make a Payment" button. On the right, there are "Purchases for:" sections for "Big Brother (Heusner Elementary)" and "Returning (Heusner Elementary)", both showing "No transactions for this date." and a "Key Pad Number".

Once you click on the Make a Payment link, you will be directed to the RevTrak webstore.

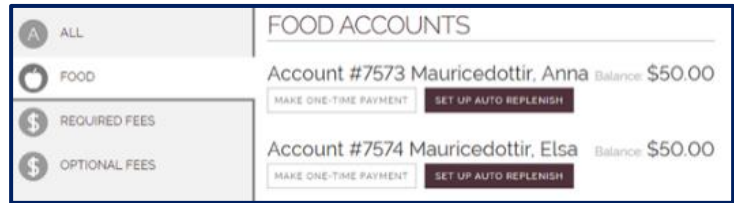
Here you will see Food Service balance, any required fees that have been applied by the school, as well as any optional fees (if applicable).

Next, you will be prompted to log in to RevTrak.

The screenshot shows the RevTrak webstore interface. The top header features the "305 SALINA Public Schools" logo. Below the header, there are navigation links for "MY ACCOUNT", "HELP", "HOME", "MY ACCOUNT", and "CART". The main content area is titled "Skyward" and "FOOD ACCOUNTS". It displays a list of accounts for "Candy Rulliscr" with a balance of \$78.35. Below this, there are sections for "REQUIRED FEES" and "OPTIONAL FEES". The "REQUIRED FEES" section lists "FIELD TRIP MYS" for \$105.00 and "Grad Fee" for \$45.00, both with "ADD TO CART" buttons. The "OPTIONAL FEES" section is currently empty.

## Food Service

You can either make a one-time payment or set your account to auto-replenish based on information you enter.



	FOOD ACCOUNTS
ALL	Account #7573 Mauricedottir, Anna Balance: \$50.00
FOOD	MAKE ONE-TIME PAYMENT SET UP AUTO REPLENISH
REQUIRED FEES	Account #7574 Mauricedottir, Elsa Balance: \$50.00
OPTIONAL FEES	MAKE ONE-TIME PAYMENT SET UP AUTO REPLENISH

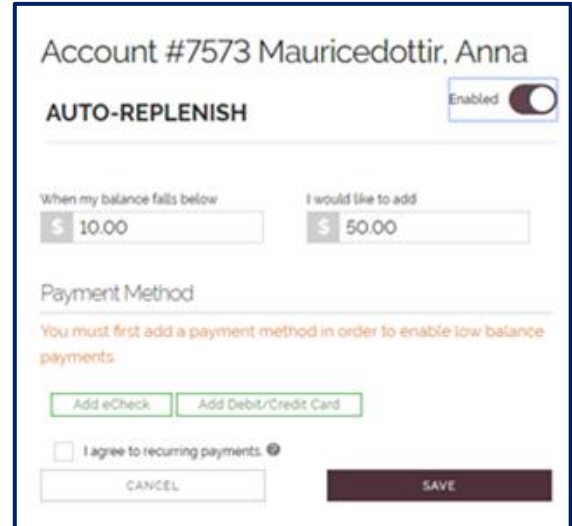
To set up auto-replenish for your student, click the Set up Auto Replenish button under their name.

Toggle “Disabled” to Enabled.

If you choose, you may adjust the threshold default settings to your preference and add or select a payment method.

Click I agree to recurring payments (hover on the info icon for details).

Click Save to complete setup.



Account #7573 Mauricedottir, Anna

**AUTO-REPLENISH** Enabled

When my balance falls below: \$ 10.00

I would like to add: \$ 50.00

Payment Method

You must first add a payment method in order to enable low balance payments.

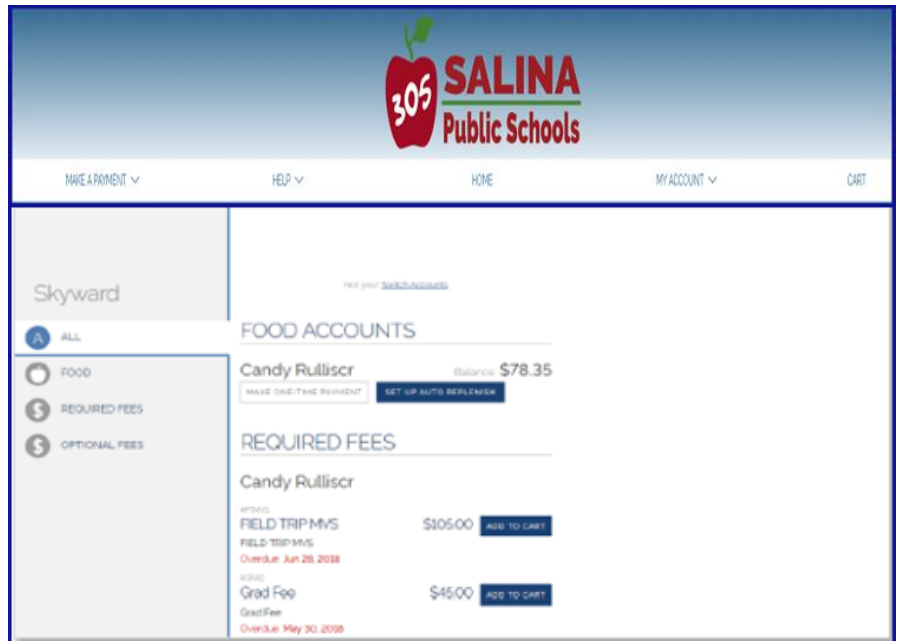
I agree to recurring payments. ⓘ

### The Web Store will do the rest!

Transactions automatically occur beginning at 7p.m. CST and are confirmed with an email sent to the account holder.

Adjust settings or view payments at any time.

Settings can be adjusted at any time on the food item or in your Web Store “My Account” settings. Log in to the Web Store to manage settings or view payment history.



To add Required Fees and/or Optional Fees to your cart, click the **Add To Cart** button next to the fee, and adjust the amount to pay if needed.

Once you have added all fees to your cart, click the Cart link in upper right corner.

(If you added something by mistake, you can remove the item from your cart by clicking the Remove link in your cart.) Click Checkout button and complete the payment.

