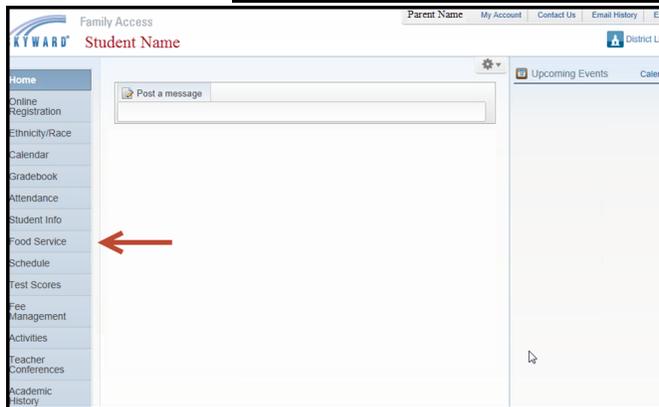


Making a Family Access Payment (Multiple Students)



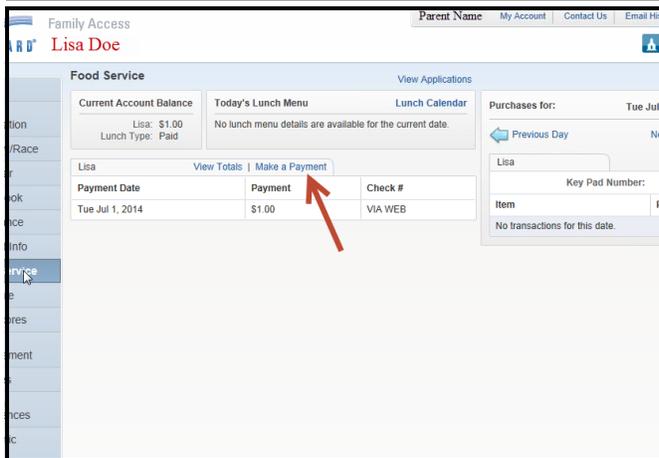
The Skyward login screen features the Skyward logo at the top. Below it are two input fields: "Login ID:" and "Password:". A "Sign In" button is positioned below the password field. At the bottom, there is a link that says "Forgot your Login/Password?".

1 To make an online payment, (Discover/Visa/MasterCard credit/debit) log in to Skyward Family Access.



The Skyward Family Access home page shows a navigation menu on the left with options like Home, Online Registration, Ethnicity/Race, Calendar, Gradebook, Attendance, Student Info, Food Service, Schedule, Test Scores, Fee Management, Activities, Teacher Conferences, and Academic History. A red arrow points to the "Food Service" option.

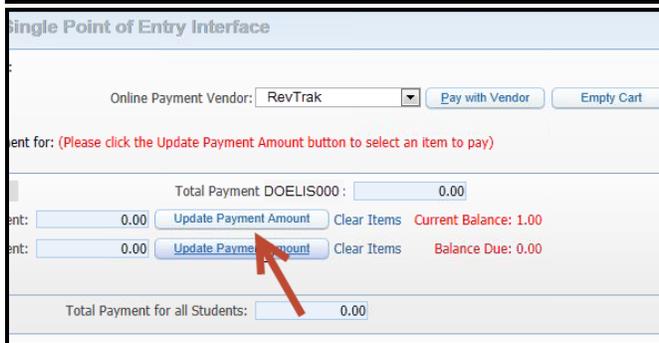
2 Select **Food Service**.



The Food Service page displays a table with columns for "Payment Date" and "Payment". A red arrow points to the "Make a Payment" button above the table. The table shows a payment of \$1.00 on Tue Jul 1, 2014.

Payment Date	Payment	Check #
Tue Jul 1, 2014	\$1.00	VIA WEB

3 View Food Service and select **Make a Payment** (new window will open).



The Single Point of Entry Interface shows a dropdown menu for "Online Payment Vendor" set to "RevTrak". Below this are buttons for "Pay with Vendor" and "Empty Cart". A red arrow points to the "Update Payment Amount" button in a table.

Amount	Action	Balance
0.00	Update Payment Amount	Current Balance: 1.00
0.00	Update Payment Amount	Balance Due: 0.00

4 In the Food Service Payment line, select **Update Payment Amount** (a pop-up will appear).

Update Food Service Payment For Lisa Doe

Prior Year Balance:

+ YTD Payments:

+ Pending Payments:

- YTD Purchases:

Current Balance:

* Payment Amount:

Asterisk (*) denotes a required field

5 Enter the desired **Payment Amount** and click **Update Cart**.

Please Note: Amount will be added to the Online Payment Entry screen referenced in Step 4.

Online Payment Entry - Single Point of Entry Interface

Online Payment Entry for User: Parent Name

Online Payment Vendor: RevTrak

I would like to make an online payment for:

Doe, Lisa

Food Service Payment:

Fee Management Payment:

Doe, Lana

Food Service Payment:

Fee Management Payment:

6 When all payments have been added, select **Pay**. Verify payment amount(s) and select **Go to Checkout**.

Your Shopping Cart

Thank you for shopping with us! Here are the items you have chosen for purchase.

To continue shopping click here: [**Continue Shopping**]

Items:	Price	* Qty	Total
Skyward Food Service Payment For: Doe, Lisa (DOELIS000)	\$5.00	1	\$5.00
ACTIVITY FEE For: Doe, Lana (DOELAN000)	\$49.99	1	\$49.99
Total:			\$54.99

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Enter your email address:

I am a new customer
 (You'll create a password later)

I am a returning customer and my password is

Sign in using our secure server

[Forgot your password? Click here.](#)

8 Enter your Email Address:

- Select: New/Returning Customer (If Returning, enter password.)
- **Please Note:** the RevTrak password is solely for use in the Web Store. It is not the same as the district issued Skyward password.)
- Click **Sign in**.

BILLING INFO:

* First Name: * Last Name:

* Address 1: Address 2:

* City: * State: * Country:

* Zip Code: * Telephone:

ACCOUNT INFO:

* Email Address: * Password: [See Hints](#)

* Please re-enter password:

[Continue](#)

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Fill in Billing Information:

- Create Password if you are a new customer.

Credit Card Payment Info

Credit Card Number: Cardholder Name: Expires: Month Year

Nickname (Optional):

[Cancel](#) [Verify My Info](#)

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Fill in Payment Information:

- New Customer: enter credit card information and desired credit card Nickname (optional)
- Returning customer: Pay with a previously used credit card by selecting desired card from drop-down, or Pay with a different credit card by entering credit card information.

Credit Card Payment Info

* **Pay with a previously used credit card**

* **Pay with a different credit card**

Credit Card Number: Cardholder Name: Expires: Month Year

Nickname (Optional):

[Cancel](#) [Verify My Info](#)

Click **Verify my Info** and **Complete Order**.

Please Note: A credit card token will be created for single-click use of the card at the time of your next purchase; however, the Web Store will not store your credit card number.

Skyward Test

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

6/14/2012 12:51:05 PM ORDER ID: 11796002

BILL TO		SHIP TO	
Parent 10700 Lyndale Ave. S. Bloomington, MN 55420 888-847-3216	Parent 10700 Lyndale Ave. S. Bloomington, MN 55420 888-847-3216		

SKU	Product	Status	Carrier	Tracking #	Price	Qty	Total
SKY01	Skyward Food Service <small>Doc Lisa (DOEL0000)</small>	Completed	Digital		\$5.00	1	\$5.00
ACTIVITY	ACTIVITY FEE <small>Doc Lana (DOELAN000)</small>	Completed	Digital		\$49.99	1	\$49.99
						Sub-Total:	\$54.99
						Grand Total:	\$54.99

PAYMENT INFO

TYPE: Visa

NAME ON CARD: Parent

CARD NUMBER: xxxxxxxxxxxx1111

To continue shopping, please click here.

To logout, please click here.

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View and Print Receipt:

Click **Log out** in the lower-left corner.

Credit card statements will show payment made to the school district.

Food Service | **Account Information** | **Payments for Lana** | **All Payments** | **Purch**

Account Information for: Lisa Doe

[refresh](#)

Lunch Type: **NORMAL**

Prior Year Balance:	\$0.00	Last Payment:	\$0.00
+ YTD Payments:	\$0.00	Last Check:	
+ Pending Payments:	\$5.00	Last Payment Date:	05/23/2012
- YTD Purchases:	\$0.00		
= Current Balance:	\$5.00		

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Balance(s) will update accordingly in student's account in Skyward.