

Online Payment

Maize USD 266 provides parents an easy and convenient way to add money to their child's Food Service account and pay for school related fees through Skyward Family Access. Payments can be made 24/7 via RevTrak, a national credit card payment processor, to provide a secure payment site

1. Skyward Family Access

Select "**Food Service**" or "**Fee Management**" from the menu on the left. Select "**Make a Payment**" next to any student's name.

2. RevTrak

Returning customers can click "**Log In**". If new, select "**Create New Account**" and submit payment info.

3. Fee Management

Click "**Add to cart**" next to any "Required Fees" you wish to pay.

Confirm or change amount then click "**Add to cart**".

4. Food Service

Select "**Make One -Time Payment.**" Type in amount, or select a suggest amount and click "**Add to cart.**" Additional payments, for another child, can be added before check out.

5. Auto-Pay

Select "**Auto Replenish**" and adjust limits and add payment method. Check "I agree" and **click save.** Each student must be set up individually.

6. Check Out

Click "**Cart**" at the top right hand corner, and review items. Click "**Check Out**" at bottom right hand corner, then click "**Place Order.**"

7. Receipt

A receipt will be sent to the email address provided on the revtrak account. Payment history can be found under "**My Account**" on Revtrak or Skyward Wall.

Questions:

Visit the Food Service tab at usd266.com/foodservice

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