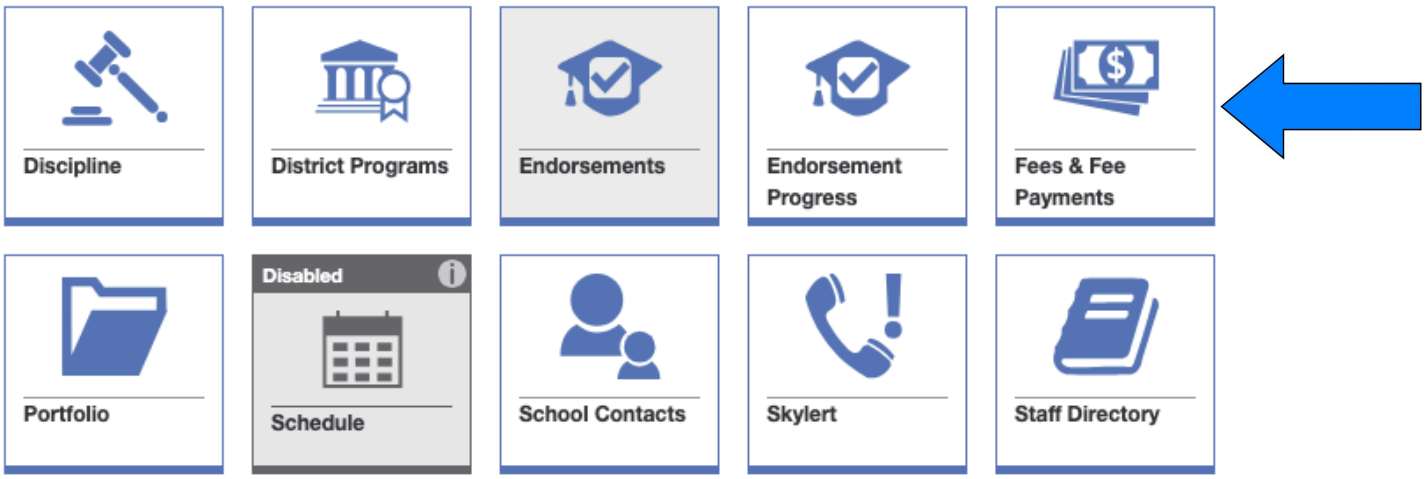
After logging into your Family Access, click on the **Fees & Fee Payments** tile. You can do this for an individual student, or under the “View All Students” set of tiles.

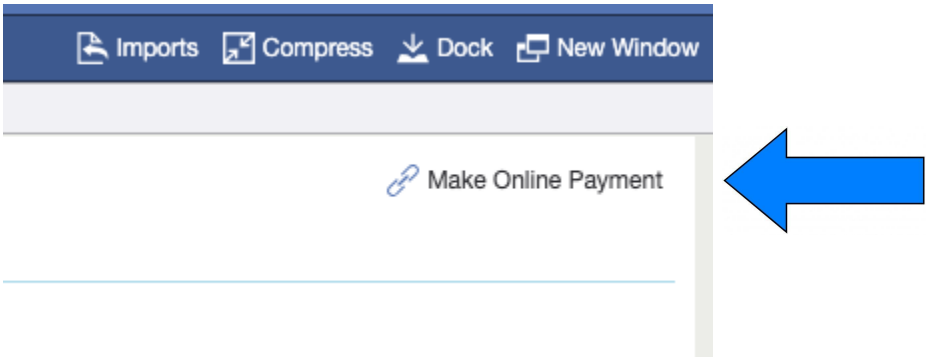


You will see the assigned fees for your student(s).



	↑ 1 Due Date	↑ 2 Fee Description	Fee Amount	Amount Due	Source Description
	08/03/2026	Cross Country - Girls	$170.00	$0.00	Cross Country - Girls
	08/24/2026	Parking Permit - Full Year	$50.00	$50.00	
	08/24/2026	Technology fee	$50.00	$50.00	

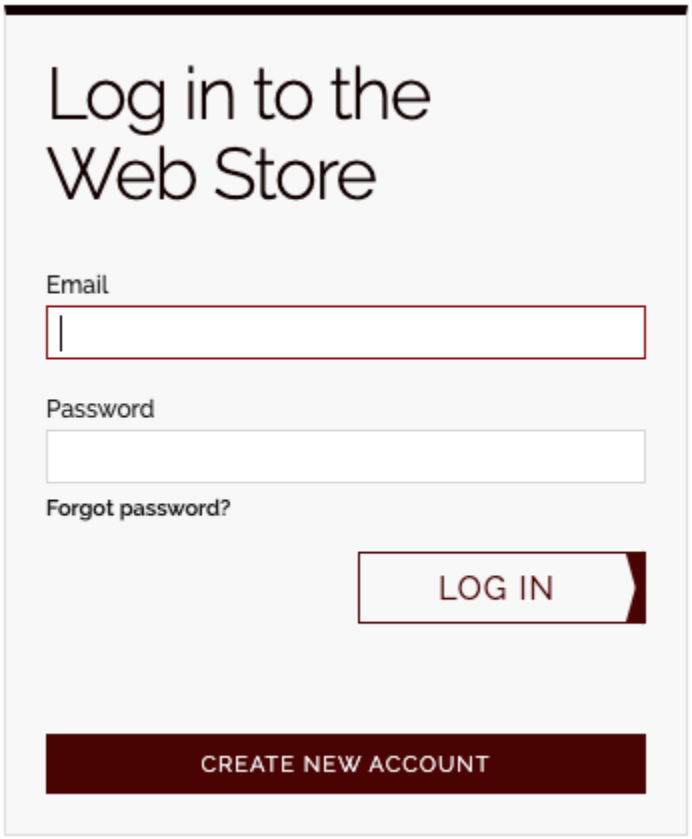
In the upper right area of the window, click on **Make Online Payment.**



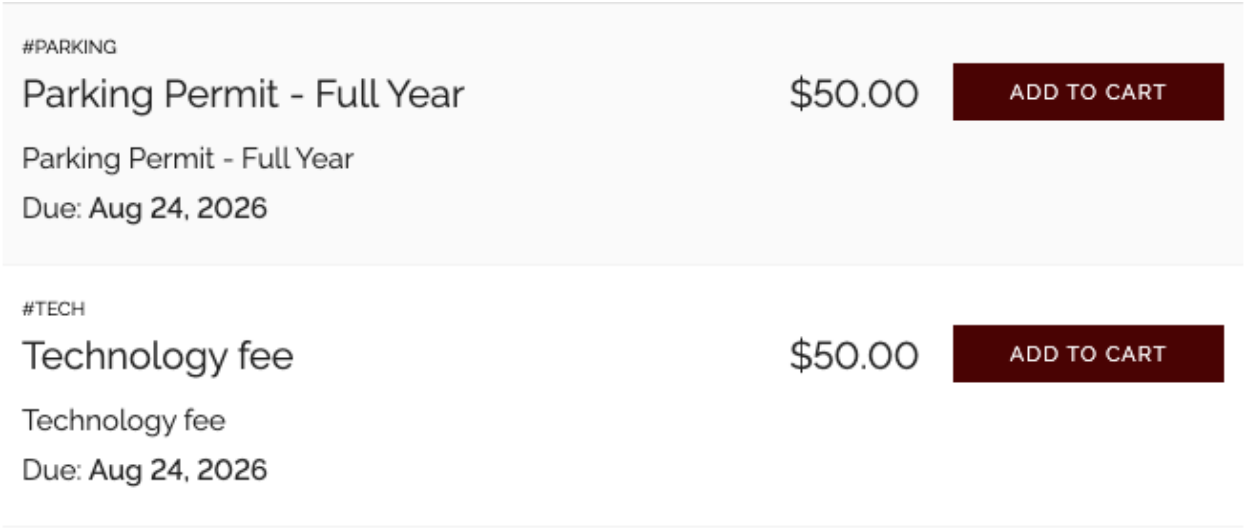
It will open a new tab. Click on **Family Access** in the middle of the screen.

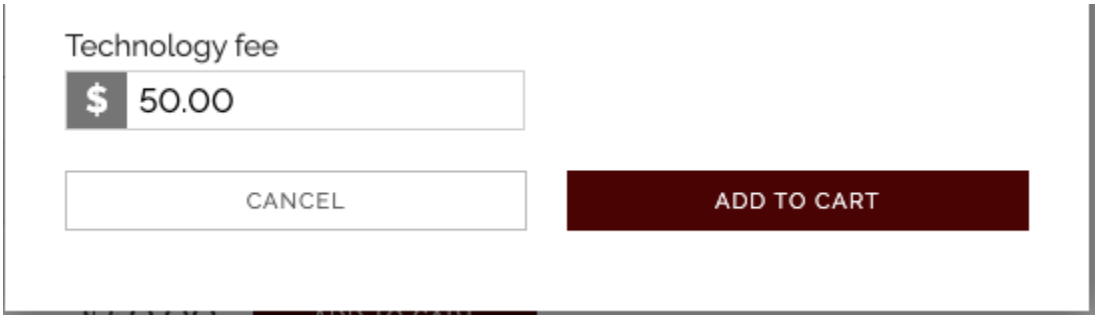


If you are not logged into RevTrak already, it will ask you to log in with your RevTrak Email and password.

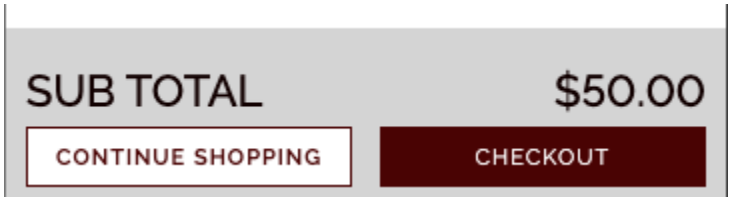


After logging in, it will bring you to a list of all of the fees assigned to your student(s). You can click the **Add to Cart** button to each one you wish to pay for. For each one you click on, it will prompt you to confirm what you are adding to your cart.

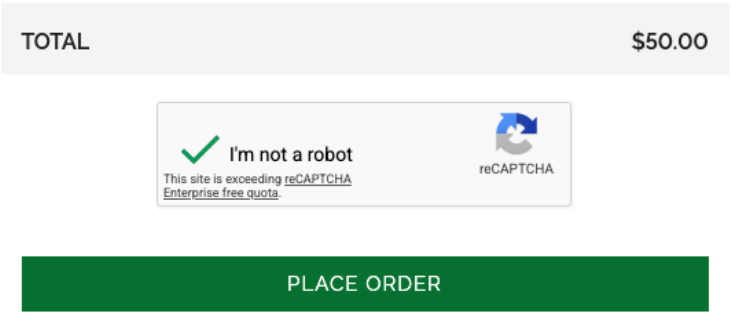




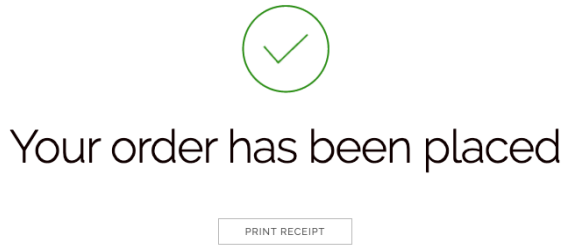
After adding an item to you cart, a window will appear on the right. You can either click **Checkout** to finish and pay, or you can click **Continue Shopping** to add more to your cart.



Once you click Check Out, it will ask you to fill out your payment information. Once that is complete, click **Place Order.**



It will confirm your order has been placed and offer you a button to print a receipt. You should also receive an email confirmation.



Back in Qmlativ, you can refresh the page and see the payment has been applied. You can also see your payments history by clicking on the Payments tab.

