

Skyward Food & Fees

Online Payment Guide



Sign into Skyward Family Access

Skyward Family Access Credentials

Login ID

Password

Continue >

- ▶ Visit the **RevTrak®** Web Store.
- ▶ Click **Skyward Family Access**.
- ▶ Sign in with your Skyward Portal **Login ID** and **Password**.

Add Food Service Payments

Food Accounts

Lunch Balances

Student	Current Balance	Pay Amount	Suggested
Pavlichscr, Carl	\$783.11	\$ 50.00	\$10 \$25 \$50
Pavlichscr, Gail	\$440.50	\$ 50.00	\$10 \$25 \$50

Add to Cart

- ▶ Click **Food Accounts** in the left-hand column.
- ▶ Enter a **custom payment** amount under *Pay Amount* or select a **Suggested** quick-pay button.
- ▶ Click **Add to Cart**.

Add Student Fee Payments

Gail Pavlichscr

Required Fees

Description	Due Date	Amount Due	Pay Amount
PARKING PASS	3/1/2016	\$5.00	\$ Amount

Add to Cart

Optional Fees

Description	Qty	Cost	Pay Amount
LOCK FEE	1	\$10.00	\$ Amount
PLANNER	1	\$6.00	\$ Amount

Add to Cart

- ▶ Select a **student's name** from the left-hand column to view *Required Fees* and *Optional Fees* for that student.
- ▶ Click the *Amount Due* quick-pay button to **pay in full** or enter a **custom payment** amount for partial payment.

To view additional payment information, click the icon.

- ▶ Click **Add to Cart** for the applicable fees (required or optional).

Skyward Food & Fees

Online Payment Guide (cont'd)



Make a Payment with RevTrak

Cart		Checkout >
Carl Pavlichscr		
Skyward Food Service (FOOD)	\$50.00	X
Gail Pavlichscr		
Skyward Food Service (FOOD)	\$50.00	X
PARKING PASS (PARKPASS)	\$5.00	X
Subtotal	\$105.00	
Other Items	\$0.00	
Tax	\$0.00	
Balance	\$105.00	
X Remove All		Checkout >

► Review all items in the Cart.

To remove an item, click “X” next to the item name. To remove all items, click *Remove All*.

► Click **Checkout**.

Items:	Price	Qty	Total	Remove
Skyward Food Service For: Carl Pavlichscr (601441)	\$50.00	1	\$50.00	X
Skyward Food Service For: Gail Pavlichscr (601443)	\$50.00	1	\$50.00	X
PARKING PASS For: Gail Pavlichscr (601443)	\$5.00	1	\$5.00	X
Total: \$105.00				
EMPTY		CONTINUE SHOPPING	GO TO CHECKOUT	

You are now viewing the **RevTrak**® Web Store Shopping Cart.

► Review all items in your Shopping Cart.

► Continue shopping the Web Store or click **Go to Checkout**.

► If a *Returning Customer*, enter your Web Store login credentials.

If you are a *New Customer*, enter your email address and select **I am a new customer**. Provide the required information to create an account for order management and future payments.

► Enter your **payment and billing information**.

► Click **Complete Payment** to submit your payment.

Sign in or create your account.

New Customer
Enter your email address and select *New Customer*. Click *Continue* to create your account and proceed to checkout.

Returning Customer
Welcome back! Enter the email used during your last visit. Select *Returning Customer* and enter your password.

Enter your email address:

I am a new customer

I am a returning customer and my password is

Forgot your password?

CONTINUE