Hillsboro Community Unit School District #3

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Instructions for Setting up the Online Payment Account:

1. To make an online payment (Discover/Visa/MasterCard credit/debit) Log in to Skyward Family Access.
2. Select **Food Service** or **Fee Management** (This guide proceeds through Food Service).
3. View fee activity and select **Make Online Payment** (new window will open).
4. In the Food Service Payment line, select **Update Payment Amount** (a pop-up will appear).
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.
6. To make a fee payment, locate the appropriate child and select **Update Payment Amount** in Fee Management Payment line.
7. To pay for optional fees, select Add next to the desired optional fee(s). The fee(s) will display on the top portion of the screen shown in Steps 7-9.
   - If you accidentally add the same optional fees multiple times: Check the boxes for <u>only </u>the desired quantity of items; Call the school office to have the duplicates removed.
8. Select the **Pay Charge** checkbox next to each required and optional fee you would like to pay.
   - Remember: Don't check all boxes if you accidentally added an optional fee multiple times.
9. Click **Update Cart.**
10. When all payments have been added, select **Pay with Vendor** (RevTrak will appear in drop down menu).
11. Verify payment amount(s) and select **Go to Checkout.**
12. Enter your Email Address.
    - Select New/Returning Customer (If returning enter password. <u>RevTrak password is not the same as the Skyward password</u>).
13. Fill in Billing Information (create password if new customer).
14. 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 through drop down menu or Pay with a new card by entering credit card information.
    - Click **Verify my Info** and **Complete Order**
15. View and print receipt. Click **Log out** in the lower left corner. Credit card statements will show payment made to school district.
16. Balance(s) will update accordingly in student's account in Skyward.