# Skyward Food & Fees Online Payment Guide



### Sign into Skyward Family Access

Skyward Family Access Credentials
Login ID
family123
Password
•••••
Continue 🖻

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

### Add Food Service Payments

unch 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

- 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

Required Fees			
Description	Due Date	Amount Due	Pay Amount
A PARKING PASS	3/1/2016	\$5.00	\$ Amount
Optional Fees			💘 Add to Cart
Optional Fees	Qty	Cost	Radd to Cart
	Qty 1		

- 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).

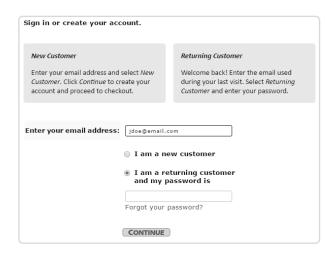
## Skyward Food & Fees Online Payment Guide (cont'd)



#### Make a Payment with RevTrak

🚍 Cart	Checkout 🕻				
L Carl Pavlichscr					
Skyward Food Service (FOOD)	\$50.00 🗙				
👤 Gail Pavlichscr					
Skyward Food Service (FOOD)	\$50.00 🗙				
PARKING PASS (PARKPASS)	\$5.00 🗙				
Subtotal	\$105.00				
Other Items	\$0.00				
Тах	\$0.00				
Balance	\$105.00				
X Remove All	Checkout 🕽				

Items: Price Qty Total Remove Skyward Food Service \$50.00 1 \$50.00  $\otimes$ For: Carl Pavlichscr (601441) Skyward Food Service  $\otimes$ \$50.00 1 \$50.00 For: Gail Pavlichscr (601443) PARKING PASS  $\otimes$ \$5.00 1 \$5.00 For: Gail Pavlichscr (601443) Total: \$105.00 GO TO 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.

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.