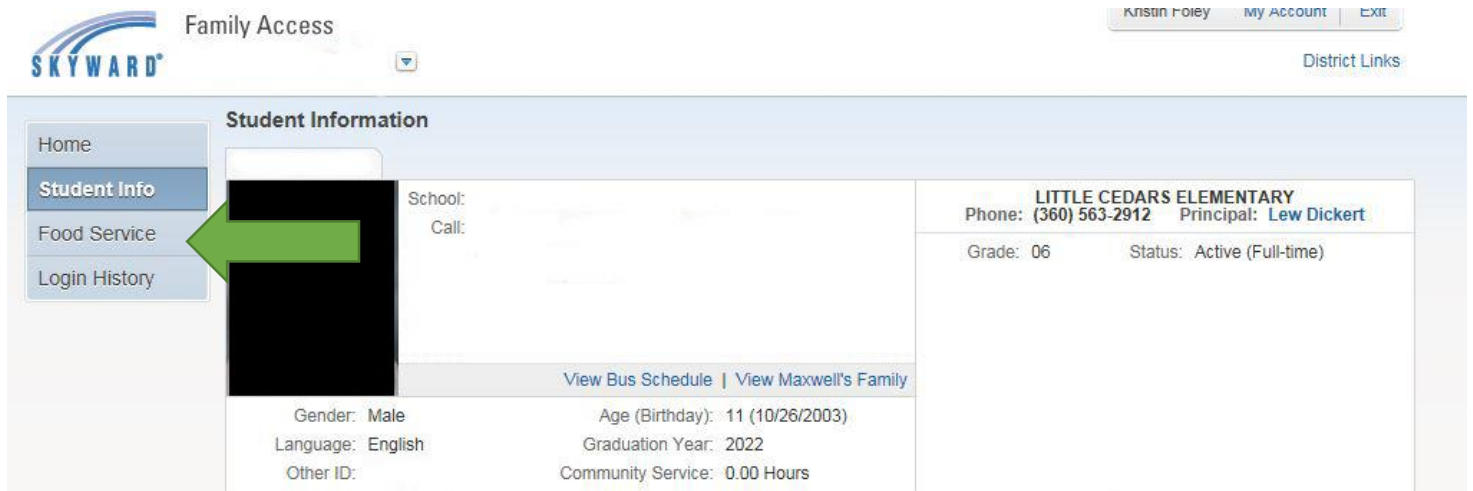


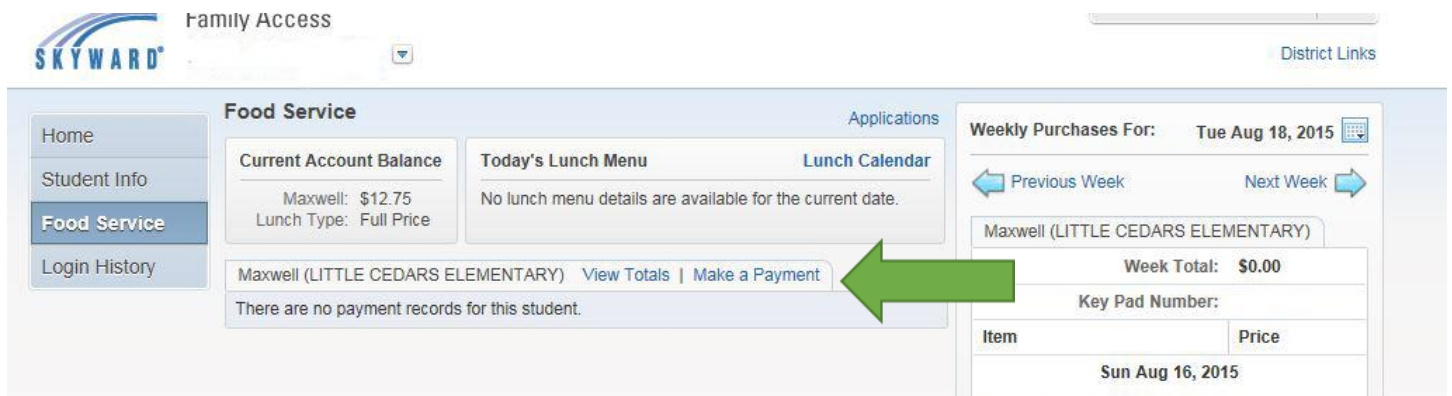
How to Make An Online Payment To Your Student's Meal Account

Step 1 - Log into Family Access/Skyward and select "Food Service" from left menu. Screen with account information for your student(s) will open. Be sure you are using your parent/guardian login – using a student login gains you access to Student Access, which will not allow you to make a Food Service payment.



The screenshot shows the Skyward Family Access interface. At the top left is the Skyward logo and 'Family Access' text. At the top right, there is a user profile for 'Kristin Foley' with links for 'My Account' and 'Exit', and a 'District Links' link. The main content area is titled 'Student Information'. On the left, a navigation menu includes 'Home', 'Student Info', 'Food Service', and 'Login History'. A green arrow points to 'Food Service'. The main area displays student details for 'LITTLE CEDARS ELEMENTARY', including phone number (360) 563-2912, principal (Lew Dickert), grade (06), and status (Active (Full-time)). Below this, there are links for 'View Bus Schedule' and 'View Maxwell's Family'. At the bottom, there are fields for 'Gender: Male', 'Age (Birthday): 11 (10/26/2003)', 'Language: English', 'Graduation Year: 2022', and 'Other ID:' and 'Community Service: 0.00 Hours'.

Step 2 - Select "Make A Payment." If you have more than one student you will need to update payment amount for each student that you would like to make a payment for.



The screenshot shows the Skyward Family Access 'Food Service' page. At the top left is the Skyward logo and 'Family Access' text. At the top right, there is a user profile for 'Kristin Foley' with links for 'My Account' and 'Exit', and a 'District Links' link. The main content area is titled 'Food Service'. On the left, a navigation menu includes 'Home', 'Student Info', 'Food Service', and 'Login History'. The main area displays account information for 'Maxwell (LITTLE CEDARS ELEMENTARY)'. It shows 'Current Account Balance' as \$12.75 and 'Lunch Type' as Full Price. There is a 'Today's Lunch Menu' section with the message 'No lunch menu details are available for the current date.' and a 'Lunch Calendar' link. Below this, there is a 'Weekly Purchases For:' section for 'Tue Aug 18, 2015' with 'Previous Week' and 'Next Week' navigation. The student's name 'Maxwell (LITTLE CEDARS ELEMENTARY)' is listed, and the 'Week Total' is \$0.00. There is a 'Key Pad Number:' field. At the bottom, there is a table with columns 'Item' and 'Price' for 'Sun Aug 16, 2015'. A green arrow points to the 'Make a Payment' link in the student's account summary.

Step 3 - Online payment entry screen will open. If you have more than one student you will be able to make payments for all of your students from this screen. Select "Update Payment Amount."

Online Payment Entry - Single Point of Entry Interface

Online Payment Entry for User: _____

Online Payment Vendor:

I would like to make an online payment for: (Please click the Update Payment Amount button to select an item to pay)

<input type="text" value="_____"/>	Total Payment:	<input type="text" value="0.00"/>
Food Service Payment: <input type="text" value="0.00"/>	<input type="button" value="Update Payment Amount"/>	<input type="text" value="35.05"/>
Fee Management Payment: <input type="text" value="0.00"/> (Insufficient Access)		

<input type="text" value="_____"/>	Total Payment:	<input type="text" value="0.00"/>
Food Service Payment: <input type="text" value="0.00"/>	<input type="button" value="Update Payment Amount"/>	<input type="text" value="12.75"/>
Fee Management Payment: <input type="text" value="0.00"/> (Insufficient Access)		

Total Payment Amount for all Students:

Step 4 - Online payment entry screen will open. Enter the payment amount and then select "Update Cart" which will take you back to the online payment entry overview screen.

Update Food Service Payment Amount

Update Food Service Payment For

Prior Year Balance:	<input type="text" value="12.75"/>
+ YTD Payments:	<input type="text" value="0.00"/>
- YTD Purchases:	<input type="text" value="0.00"/>
Current Balance:	<input type="text" value="12.75"/>
* Payment Amount:	<input type="text" value="50.00"/>


Asterisk (*) denotes a required field

Step 5 - Confirm that the payments have been updated.

Step 6 - If total payment info is correct select “Pay with Vendor.”

Online Payment Entry - Single Point of Entry Interface

Online Payment Entry for User: _____

Online Payment Vendor: revtrak 

I would like to make an online payment for: (Please click the Update Payment Amount button to select an item to pay)

<input type="text"/>	Total Payment	:	<input type="text" value="0.00"/>
Food Service Payment: <input type="text" value="0.00"/>	<input type="button" value="Update Payment Amount"/>	<input type="button" value="Clear Items"/>	Balance: 35.05
Fee Management Payment: <input type="text" value="0.00"/>	(Insufficient Access)		

<input type="text"/>	Total Payment	:	<input type="text" value="0.00"/>
Food Service Payment: <input type="text" value="0.00"/>	<input type="button" value="Update Payment Amount"/>	<input type="button" value="Clear Items"/>	Balance: 12.75
Fee Management Payment: <input type="text" value="0.00"/>	(Insufficient Access)		

Total Payment Amount for all Students:

Step 7 - Shopping cart screen will show you the payments that are waiting to be processed. Select “Go to Checkout” to complete the payment process. If you have previously set-up a RevTrak account you will be asked for your account information to process the payment. If you are a first-time user, you will be asked to set up a RevTrak account.

Welcome to the Web Store Login

Browse
All Products
Shopping Cart

Services
*Web Store Home
Contact Us
FAQ
My Account
Password Reset
Policies
Privacy Policy
Products

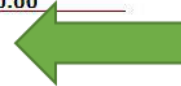
PCI Data Security Certified

POWERED BY
RevTrak

Your Shopping Cart

Thank you for shopping with us! Here are the items you have chosen for purchase. (Your shopping cart, Step 1)

Items:	Price	* Qty	Total	Remove
Skyward Family Access Skyward Food Service Payment	\$50.00	1	\$50.00	<input type="button" value="X"/>
For:			Total: \$50.00	



Note: A service fee will be applied at checkout.

*Set the Quantity field to zero (0) to remove an item from your cart. Remember to click the **Update Totals** button if you modify quantities. When you are ready for Step 2, click the **Go to Checkout** button.