

# 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**.

In the Skyward payment portal, you may browse available PTA items by clicking **Continue Shopping**. Any Skyward items not added to your cart at this time will not be saved and you will have to return to the Skyward payment portal to re-add Skyward Food Service and Student Fees.

### 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.

**NOTE:** If you prefer to begin with Student Fees, select the **Student Fees** tab from the left-hand column. You may also select your student's name from the left side of the screen to pay required and optional fees.

- ▶ 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

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
Tax	\$0.00
<b>Balance</b>	<b>\$105.00</b>

► 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	✕
Skyward Food Service For: Gail Pavlichscr (601443)	\$50.00	1	\$50.00	✕
PARKING PASS For: Gail Pavlichscr (601443)	\$5.00	1	\$5.00	✕
<b>Total: \$105.00</b>				

[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](#)