Skyward Food & Fees
Online Payment Guide

Sign into Skyward Family Access

Skyward Family Access Credentials

Login ID

`family123`

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	ℹ $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 ℹ icon.

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

Make a Payment with RevTrak

▶ 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.