Skyward Food & Fees

Online Payment Guide



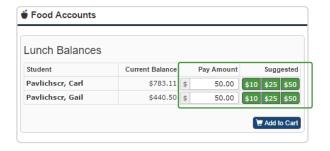
Sign into Skyward Family Access



- 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

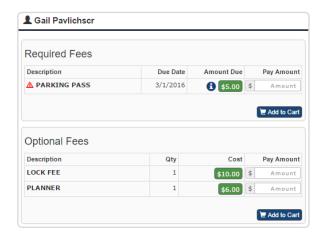


Click **Food Accounts** in the left-hand column.

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



- 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).

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Online Payment Guide (cont'd)



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.



Sign in or create your account.			
New Customer		Returning Customer	
Enter your email address and select New Customer. Click Continue to create your account and proceed to checkout.		Welcome back! Enter the email used during your last visit. Select <i>Returning Customer</i> and enter your password.	
Enter your email address: jdoe@email.com			
	I am a new customer		
	I am a returning customer and my password is		
	Forgot your p	password?	
	CONTINUE		

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.