

Directions for Making Payments Using Family Access


REGISTRATION FEES

SPORTS AND ACTIVITY FEES

COURSE FEES

PAYMENTS FOR STUDENT ACTIVITY CARDS AND PARKING PERMITS FOR HIGH SCHOOL STUDENTS **CANNOT** BE MADE HERE, THEY MUST BE MADE VIA THE WEB STORE. ACCESS TO THE WEB STORE IS ON THE MAIN SCHOOL WEBSITE.

1. Log into **Family Access** using the information you were sent in the Registration Packet.
2. Click on **Fee Management** from the list on the left side of the page.
3. You can select which of your children you want to pay fees for by clicking on the blue arrows next to the student's name at the top of the screen. You will see all the charges that have been assigned to each student. To make an online payment using a credit or debit card click on **Make Online Payment**.



Student:
School:
Account Info
Print
Logout

Fee Management
Fee Activity
All Payments

General Information

- [Student Information](#)
- [Gradebook](#)
- [Attendance](#)
- [Schedule](#)
- [Discipline](#)
- [Food Service](#)
- [Fee Management](#)
- [Report Cards](#)
- [Health Information](#)
- [Login History](#)

Unpaid Balance: \$240.00

[Make Online Payment](#)

Date	Billing Description	Amount Charged	Amount Paid	Amount Due	Class
08/17/06	Registration	\$100.00	\$0.00	\$100.00	
09/08/06	UMS Fines	\$40.00	\$0.00	\$40.00	
12/06/07	Registration	\$100.00	\$0.00	\$100.00	
TOTAL		\$240.00	\$0.00	\$240.00	

CONTINUED ON NEXT PAGE

4. You will now see a list of the outstanding charges. Select the ones you want to pay at this time by checking the boxes in the Pay Charge column. You will see the amounts totaled for you. Click on **Pay with RevTrak** to continue.

Home Page | Make Online Payment

Online Payment being made for Scarlet Z Birosscr

Date	Description	Amount Charged	Amount Paid	Amount Due	Pay Charge	Pay Amount	Remaining Balance
08/17/2006	Registration	100.00	0.00	100.00	<input checked="" type="checkbox"/>	100.00	0.00
09/08/2006	UMS Fines	40.00	0.00	40.00	<input checked="" type="checkbox"/>	40.00	0.00
12/06/2007	Registration	100.00	0.00	100.00	<input type="checkbox"/>	0.00	100.00

Totals: 240.00 140.00

Total Remaining Balance: 100.00

[Pay with RevTrak](#)

[Back](#)

CONTINUED ON NEXT PAGE

5. You will be directed to the Shopping Cart. The charges you selected will show as your cart contents. Click on **Go To Checkout** to continue.

Browse
[All Products](#)
[Shopping Cart](#)

Services
[*Home](#)
[Contact Us](#)
[My Account](#)
[Password Reminder](#)
[Policies](#)
[Privacy Policy](#)
[Products](#)

HACKER SAFE
TESTED DAILY 21-JAN

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).

To continue shopping click here: [**Continue Shopping**]

[Step 1: ViewCart](#) [Step 2: Billing](#) [Step 3: Shipping](#) [Step 4: Receipt](#)

Shopping cart contents:	Price	*Qty	Total
Registration (\$100.00), UMS Fines (\$40.0	\$140.00	<input type="text" value="1"/>	\$140.00
Total:			\$140.00

[Update Totals \(U\)](#) [Empty \(E\)](#) [Go to 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.


CONTINUED ON NEXT PAGE


6. If you have used Family Access to put money in your child's lunch account you already have an account set up. You will sign in as a returning customer. If this is your first time using Family Access to pay fees or put money in a lunch account, you will need to check the button for new customer. Click on **Sign in using our secure server** to continue.

Browse
All Products
Shopping Cart

Services
*Home
Contact Us
My Account
Password Reminder
Policies
Privacy Policy
Products

 VERIFY ▶

 **HACKER SAFE**
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Your Shopping Cart

Create an account with us, and make reordering a snap!

Enter your email address:

I am a new customer
(You'll create a password later)

I am a returning customer
and my password is

Sign in using our secure server >


Forgot your password? [Click here.](#)


CONTINUED ON NEXT PAGE


7. Some of your billing information will be saved from the last time you made a payment, but your payment information (credit card type, number, cardholder name and expiration date) are not saved and will need to be entered every time. Click on **Verify my Info** to continue.

Browse
All Products
Shopping Cart

Services
*Home
Contact Us
My Account
Password Reminder
Policies
Privacy Policy
Products


VERIFYP



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Your Shopping Cart

Welcome to Checkout! Please fill out the basic info needed to finalize your order.
Thank You!

Step 1: ViewCart **Step 2: Billing** Step 3: Shipping Step 4: Receipt

Shopping cart contents:	Price	Qty	Total
 Registration (\$100.00), UMS Fines (\$40.0	\$140.00	1	\$140.00
			Total: \$140.00

[« RETURN TO CART](#)

BILLING INFO:

* First Name: * Last Name:

* Address 1: Address 2:

* City or Province: State / Country: /

* Zip Code: * Telephone:

*** PAYMENT INFO:** ?

Credit Card Number: Cardholder Name: (as printed on card)

* Payment Type: Expires: /

[Verify my Info >](#)


*Required field


CONTINUED ON NEXT PAGE


8. Once you have verified the information, click on **Complete Order**.

Browse
[All Products](#)
[Shopping Cart](#)

Services
[*Home](#)
[Contact Us](#)
[My Account](#)
[Password Reminder](#)
[Policies](#)
[Privacy Policy](#)
[Products](#)


VERIFIED



TESTED DAILY 21-JAN

Powered by


Your Shopping Cart

Welcome to Checkout! Please fill out the basic info needed to finalize your order.
Thank You!

Step 1: [ViewCart](#) Step 2: [Billing](#) **Step 3: Shipping** Step 4: [Receipt](#)


Shopping cart contents:				Price	Qty	Total
	Registration (\$100.00), UMS Fines (\$40.0			\$140.00	1	\$140.00
				Total: \$140.00		
				Order Total: \$140.00		

BILLING INFO:

First Name: Glory	Last Name: Birosscr
Address 1: 1679 Scramble avenue	Address 2:
City or Province: Nowhere	State / Country: IL, US
Zip Code: 55555	Telephone: (555) 028-7082

PAYMENT INFO:

Card number looks ok! xxxxxxxxxxxx1111	Cardholder Name: (as printed on card) Glory Birosscr
Payment Type: Visa	Expires: 11 / 2010

To complete order, please click once:
[Complete Order](#) 

CONTINUED ON NEXT PAGE

9. You will now receive a receipt. **YOU MUST PRINT OUT THE RECEIPT AND BRING IT TO REGISTRATION TO VERIFY YOUR PAYMENT OF THE REGISTRATION AND ACTIVITY FEES.** If you want a copy for your records please print two copies of the receipt at this time. You will be able to verify the payments by going back to the Fee Management page in Family Access.

Skyward Test

THANK YOU FOR YOUR ORDER! Please SAVE and/or PRINT this page for your records.

1/21/2008 1:18:01 PM	ORDER ID: 10156000
BILL TO	SHIP TO
Glory Birosscr 1679 Scramble avenue Nowhere, IL 55555 (555) 028-7082	Glory Birosscr 1679 Scramble avenue Nowhere, IL 55555 (555) 028-7082

SKU	Product	Status	Carrier	Tracking #	Price	Qty	Total
WS01	Registration (\$100.00), UMS Fines (\$40.00)	Completed	Digital		\$140.00	1	\$140.00
Sub-Total: \$140.00							
Grand Total: \$140.00							

PAYMENT INFO	
TYPE	VS
NAME ON CARD	Glory Birosscr
CARD NUMBER	xxxxxxxxxxxx1111

To continue shopping, please [click here](#).
 To logout, please [click here](#).

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