

## Directions for making payments for Registration Fees 2016-17

Fee Payment is the last step of Online Registration. When you click on **Pay Fees and Add Money to Lunch Account** you will go to the Single Point of Entry Screen after clicking on Make a Fee Payment where you will be able to make payments and add money to food service accounts for all of your children in one transaction using a debit or credit card.

If you do not want to pay at this time OR you want to pay with cash or check, you still MUST open the step and then close it. You can mail or drop off a payment at the school your child(ren) will attend in the fall after August 1st. Building secretaries are not in the office during the summer so we are unable to accept payments until that date.

You will now see all of your children listed with their current food service balances and fee management balances. Click on **Update Payment Amount** next to Fee Management Payment to add this year's Registration Fee Charge.  
(repeat for each child)

Click on **Update Payment Account button** for each child and follow the directions below.

You will now see a list of fees for each child based on grade level.

Read the explanation of each charge and select only ONE fee based on your fee status from last school year (2015-16) and click **Add**.

Fees that can be added to this student's account [ <a href="#">Display Fees</a> ]						
Description ▲	Amount	Entity	Schl Yr	Why would I add this fee?	Add Fee?	
<b>General:</b> HS Registration 16-17	111.00	400	2017	Select this fee if your child DID NOT qualify for free or reduced fees last year (15-16)	<input type="button" value="Add"/>	
<b>General:</b> HS Registration Free 1	0.00	400	2017	Select this registration fee if your child qualified for FREE Registration Fees last year (15-16)	<input type="button" value="Add"/>	
<b>General:</b> HS Registration Reduc	37.00	400	2017	Select this registration fee if your child qualified for REDUCED Registration Fees last year (15-16)	<input type="button" value="Add"/>	

Applications for Free/Reduced meals and fees is part of the online registration process and should be completed online. If you prefer to complete a paper application, they are available on the district website. Any changes to your status after payments have been made will be adjusted after the applications have been processed. They will be processed after August 1st.

Once you have added a charge you need to check the box under the heading **Pay Charge**.

Then click on **Update Cart**.

**Repeat for each child.**

Due Date	Description	Amount Due	Pay Charge	Pay Amount	Remaining Balance	En
07/07/2015		111.00	<input checked="" type="checkbox"/>	111.00	0.00	40

1 records displayed

Total Payment Amount for Selected Charges: 111.00

If you want to add money to your child's food service account, click on **Update Payment Amount** next to **Food Service Payment**.

Online Payment Entry for User: Oatleyscr, Nieves S

Online Payment Vendor: RevTrak

I would like to make an online payment for:

OATLEYSR, BONG N  Total Payment OATLEBON000: 0.00

Food Service Payment: 0.00

Fee Management Payment: 0.00

Oatleyscr, Hector O  Total Payment OATLEHEC000: 0.00

Food Service Payment: 0.00

Fee Management Payment: 0.00

Oatleyscr, Leilani L  Total Payment OATLELEI000: 0.00

Food Service Payment: 0.00

Fee Management Payment: 0.00

A pop up will appear. Enter the amount you would like to pay, then click **Update Cart**.

Update Food Service Payment Amount

Update Food Service Payment For BONG N OATLEYSR

Prior Year Balance: 0.00

+ YTD Payments: 0.00

+ Pending Payments: 394.00

- YTD Purchases: 0.00

Current Balance: 0.00

\* Payment Amount: 5.00

Asterisk (\*) denotes a required field

When you have finished entering payments for all students, click **Pay with Vendor**. This will take you to the RevTrak website.

**Online Payment Entry - Single Point of Entry Interface**

Online Payment Entry for User: Oatleyscr, Nieves S

Online Payment Vendor: RevTrak

I would like to make an online payment for:

OATLEYSOCR, BONG N		Total Payment OATLEBON000:	5.00
Food Service Payment:	5.00	<input type="button" value="Update Payment Amount"/>	<input type="button" value="Clear Items"/>
Fee Management Payment:	0.00	<input type="button" value="Update Payment Amount"/>	<input type="button" value="Clear Items"/>

Oatleyscr, Hector O		Total Payment OATLEHEC000:	49.99
Food Service Payment:	0.00	<input type="button" value="Update Payment Amount"/>	<input type="button" value="Clear Items"/>
Fee Management Payment:	49.99	<input type="button" value="Update Payment Amount"/>	<input type="button" value="Clear Items"/>

Oatleyscr, Leilani L		Total Payment OATLELEI000:	0.00
Food Service Payment:	0.00	<input type="button" value="Update Payment Amount"/>	<input type="button" value="Clear Items"/>
Fee Management Payment:	0.00	<input type="button" value="Update Payment Amount"/>	<input type="button" value="Clear Items"/>

**Your Shopping Cart**

You will need to log into RevTrak with your RevTrak login information (it is different than your Skyward Family Access login credentials.) If you do not have a RevTrak account - you will be able to create one at this time. Make sure the information is correct, then click **Complete Order** to process your payment.

Items	Price	Qty	Total
Skyward Food Service Payment For: BONG OATLEYSOCR (600482)	\$5.00	1	\$5.00
ACTIVITY FEE For: Hector Oatleyscr (600484)	\$49.99	1	\$49.99
			<b>Total: \$54.99</b>
			<b>Order Total: \$54.99</b>

Customer Info

Ben Johnson  
111 Street  
Bloomington, MN 55420

Credit Card Payment Info

Credit Card Number: **xxxxxxxxxxxx1111** Name On Card: **Ben Johnson** Expires: **xx/13** Card Type: **Visa**

Nickname for Account:

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

5/24/2012 3:45:40 PM	ORDER ID: 10797023
<b>BILL TO</b>	<b>SHIP TO</b>

You will receive an e-receipt from RevTrak, or you may Save/Print this page for your records.

SKU	Product	Status	Carrier	Tracking #	Price	Qty	Total
SKY01		Completed	Digital		\$5.00	1	\$5.00
ACTIVITY		Completed	Digital		\$49.99	1	\$49.99
							<b>Sub-Total: \$54.99</b>
							<b>Grand Total: \$54.99</b>

**PAYMENT INFO**

TYPE	
NAME ON CARD	
CARD NUMBER	

To continue shopping, please click here.  
To logout, please click here.