

## Directions for making payments for Registration Fees 2013-14

Log into your Family Access account and click the **Fee Management** link on the left side of the page.

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 want to pay with cash or check, you can make them at the school your child(ren) will attend in the fall after July 24th. Secretaries are not in the office during the summer so we are unable to accept payments until that date.

Student: BONG N. OATLEYSR School: Entity (400)

General Information

- Calendar
- Student Information
- Gradebook
- Message Center
- Attendance
- Schedule
- Discipline
- Food Service
- Fee Management
- Teacher Conferences
- Login History

Previous Month

Sunday	Monday	Tuesday
		1
6	7	8
13	14	15
20	21	22

Click on **Make Online Payment** to continue.

General Information

- Student Information
- Attendance
- Test Scores
- Fee Management
- Portfolio
- Report Directory
- Email Notifications
- Health Information
- Login History

**Fee Management** Fee Activity All Payments

No Fee Management Information Available for this student

[Make Online Payment](#)

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)

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

Online Payment Entry for User:

Online Payment Vendor: RevTrak

[Pay with Vendor](#)

[Empty Cart](#)

[Back](#)

I would like to make an online payment for: (Please click the Update Payment Amount button to select an item to pay)

Total Payment		0.00
Food Service Payment:	0.00	<a href="#">Update Payment Amount</a> <a href="#">Clear Items</a> Current Balance: 3.75
Fee Management Payment:	0.00	<a href="#">Update Payment Amount</a> <a href="#">Clear Items</a> Balance Due: 0.00

  

Total Payment		0.00
Food Service Payment:	0.00	<a href="#">Update Payment Amount</a> <a href="#">Clear Items</a> Current Balance: 8.30
Fee Management Payment:	0.00	<a href="#">Update Payment Amount</a> <a href="#">Clear Items</a> Balance Due: 0.00

  

Total Payment		0.00
Food Service Payment:	0.00	<a href="#">Update Payment Amount</a> <a href="#">Clear Items</a> Current Balance: -1.70
Fee Management Payment:	0.00	<a href="#">Update Payment Amount</a> <a href="#">Clear Items</a> Balance Due: 0.00

Total Payment for all Students: 0.00

You will now see a list of fees.

Select the one of the three fee choices listed for each child according to your fee status and click **Add**.

Total Payment Amount for Selected Charges: 90.00 Update Cart

Fees that can be added to this student's account					
Description	Amount	Add Fee?	Why would I add this fee?	Ent	Schl Y
MS Registration 13-14	90.00	<input type="button" value="Add"/>	Select this charge if you DID NOT qualify for free or reduced fee	300	2014
MS Registration Free 13-14	0.00	<input type="button" value="Add"/>	Select this registration fee if your child qualified for FREE FEES	300	2014
MS Registration Reduced 13-14	30.00	<input type="button" value="Add"/>	Select this registration fee if your child qualified for REDUCED F	300	2014

Check the box that says **Pay Charge** to add the charge to your cart.

Description	Amount Due	Pay Charge	Pay Amount	Remaining Balance	Ent
MS Registration 13-14	90.00	<input type="checkbox"/>	0.00	90.00	30

Once you have added the registration fee click on **Update Cart**.

Repeat this for each child.

1 records displayed

Due Date ▲	Description	Amount Due	Pay Charge	Pay Amount	Remaining Balance	Ent
07/09/2013	MS Registration 13-14	90.00	<input checked="" type="checkbox"/>	90.00	0.00	30

Total Payment Amount for Selected Charges: 90.00

Fees that can be added to this student's account					
Description	Amount	Add Fee?	Why would I add this fee?	Ent	Schl Y
MS Registration Free 13-14	0.00	<input type="button" value="Add"/>	Select this registration fee if your child qualified for FREE FEES	300	2014
MS Registration Reduced 13-14	30.00	<input type="button" value="Add"/>	Select this registration fee if your child qualified for REDUCED F	300	2014

Applications for Free/ Reduced meals and registration fees will be mailed out mid July.

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 - Single Point of Entry Interface

Online Payment Entry for User: Oatleyscr, Nieves S

Online Payment Vendor: RevTrak Pay with Vendor Empty Cart

I would like to make an online payment for:

OATLEYSR, BONG N		Total Payment OATLEBON000:	0.00
Food Service Payment:	0.00	<span>Update Payment Amount</span>	<span>Clear Items</span>
Fee Management Payment:	0.00	<span>Update Payment Amount</span>	<span>Clear Items</span>
Oatleyscr, Hector O		Total Payment OATLEHEC000:	0.00
Food Service Payment:	0.00	<span>Update Payment Amount</span>	<span>Clear Items</span>
Fee Management Payment:	0.00	<span>Update Payment Amount</span>	<span>Clear Items</span>
Oatleyscr, Leilani L		Total Payment OATLELEI000:	0.00
Food Service Payment:	0.00	<span>Update Payment Amount</span>	<span>Clear Items</span>
Fee Management Payment:	0.00	<span>Update Payment Amount</span>	<span>Clear Items</span>

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

### Update Food Service Payment Amount - Entity 400 ...

skyward.com https://pbroker1.skyward.com:486/scripts10/wsis

#### Update Food Service Payment Amount

Back

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

Update Cart

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 Pay with Vendor Empty Cart

I would like to make an online payment for:

OATLEYSR, BONG N		Total Payment OATLEBON000:	5.00
Food Service Payment:	5.00	<span>Update Payment Amount</span>	<span>Clear Items</span>
Fee Management Payment:	0.00	<span>Update Payment Amount</span>	<span>Clear Items</span>
Oatleyscr, Hector O		Total Payment OATLEHEC000:	49.99
Food Service Payment:	0.00	<span>Update Payment Amount</span>	<span>Clear Items</span>
Fee Management Payment:	49.99	<span>Update Payment Amount</span>	<span>Clear Items</span>
Oatleyscr, Leilani L		Total Payment OATLELEI000:	0.00
Food Service Payment:	0.00	<span>Update Payment Amount</span>	<span>Clear Items</span>
Fee Management Payment:	0.00	<span>Update Payment Amount</span>	<span>Clear Items</span>

Ensure information is correct, then click **Complete Order** to process your payment.

**Your Shopping Cart**

Cart

Items	Price	Qty	Total
Skyward Food Service Payment For: BONG OATLEYSCR (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  
Nickname for Account:

Name On Card:  
Ben Johnson

Expires:  
xx/13

Card Type:  
Visa

Cancel >

Complete Order >

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

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	
BILL TO		SHIP TO	
Ben Johnson 111 Street Bloomington, MN 55420 888-452-9856		Ben Johnson 111 Street Bloomington, MN 55420 888-452-9856	

SKU	Product	Status	Carrier	Tracking #	Price	Qty	Total
SKY01	Skyward Food Service Payment BONG OATLEYSCR (600482)	Completed	Digital		\$5.00	1	\$5.00
ACTIVITY	ACTIVITY FEE Hector Oatleyscr (600484)	Completed	Digital		\$49.99	1	\$49.99
							<b>Sub-Total: \$54.99</b>
							<b>Grand Total: \$54.99</b>

PAYMENT INFO

TYPE	Visa
NAME ON CARD	Katie
CARD NUMBER	xxxxxxxxxxxx1111

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

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