

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.

The screenshot shows the Skyward Family Access interface. At the top right, it displays 'Student: BONG N. OATLEYSR' and 'School: Entity (400)'. Below this is a 'Previous Month' button and a calendar grid for the current month. The calendar shows dates from 1 to 22. On the left side, there is a 'General Information' menu with links: Calendar, Student Information, Gradebook, Message Center, Attendance, Schedule, Discipline, Food Service, Fee Management (highlighted with a red arrow), Teacher Conferences, and Login History.

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

The screenshot shows the Skyward Family Access navigation menu. It includes the logo and a list of links: General Information, Student Information, Attendance, Test Scores, Fee Management, Portfolio, Report Directory, Email Notifications, Health Information, and 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)

The screenshot shows the 'Online Payment Entry - Single Point of Entry Interface'. It displays three student payment entries. Each entry has a 'Total Payment' field set to 0.00. The first entry shows 'Food Service Payment: 0.00' and 'Fee Management Payment: 0.00'. The 'Update Payment Amount' button for the Fee Management Payment is circled in red. The 'Current Balance' is 3.75 and 'Balance Due' is 0.00. The second entry shows 'Food Service Payment: 0.00' and 'Fee Management Payment: 0.00'. The 'Update Payment Amount' button for the Fee Management Payment is circled in red. The 'Current Balance' is 8.30 and 'Balance Due' is 0.00. The third entry shows 'Food Service Payment: 0.00' and 'Fee Management Payment: 0.00'. The 'Update Payment Amount' button for the Fee Management Payment is circled in red. The 'Current Balance' is -1.70 and 'Balance Due' is 0.00. At the bottom, there is a 'Total Payment for all Students' field set to 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.

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

1 records displayed

Total Payment Amount for Selected Charges: 90.00

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

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	

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

I would like to make an online payment for:

OATLEYSOCR, BONG N		Total Payment OATLEBON000:	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"/>

Oatleyscr, Hector O		Total Payment OATLEHEC000:	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"/>

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"/>

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

Update Food Service Payment For BONG N OATLEYSOCR

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

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

Cart			
Items	Price	Qty	Total
Skyward Food Service Payment For: BONG OATLEYSR (600482)	\$5.00	1	\$5.00
ACTIVITY FEE For: Hector Oatleyscr (600484)	\$49.99	1	\$49.99
Total:			\$54.99
Order Total:			\$54.99

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:			

[Cancel >](#)

[Complete Order >](#)



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

You will receive an e-receipt, or you may Save/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 OATLEYSR (600482)	Completed	Digital		\$5.00	1	\$5.00
ACTIVITY	ACTIVITY FEE Hector Oatleyscr (600484)	Completed	Digital		\$49.99	1	\$49.99
						Sub-Total:	\$54.99
						Grand Total:	\$54.99

PAYMENT INFO	
TYPE	Visa
NAME ON CARD	Katie
CARD NUMBER	xxxxxxxxxxxx1111

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