

# Making a Food Service Payment

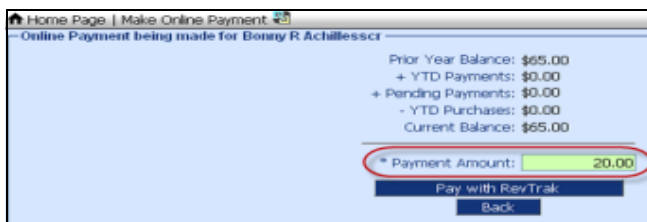
Follow the instructions below to make your Food Service payments.



**1** To make an online payment (Discover/Visa/MasterCard credit/debit) (Not Pictured) Log in to Skyward Family Access

**2** Select **Food Service** from the General Information menu on the left

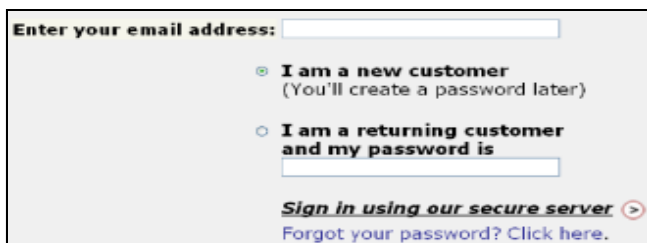
**3** View balance and select **Make Online Payment**



**4** Enter Payment Amount and click **Pay with RevTrak**



**5** Verify Payment amount and select **Go to Checkout**



**6** Enter your Email Address

- Select: New/Returning Customer (If Returning, enter password NOTE: the RevTrak password is solely for use in the Web Store. It is not the same as the district-issued Skyward password)
- Click Sign in

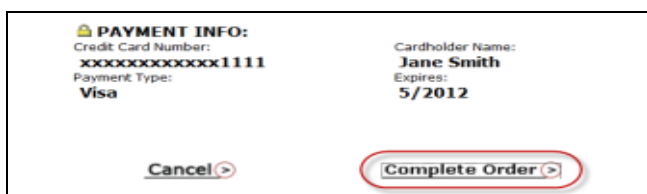


**7** Fill in Billing Information

- Create Password if new customer

Fill in Payment Information

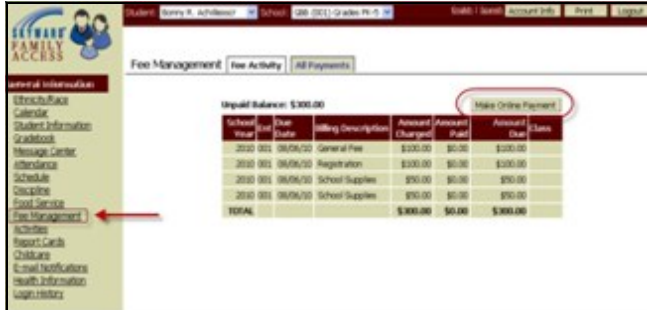
- Verify info
- Click **Complete Order**



**8** (Not Pictured) View & Print Receipt  
Click Log out in the lower left corner  
Credit card statements will show payment made to the school district.

# Making a Fee Management Payment

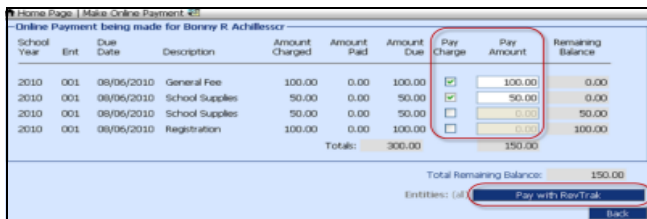
If you are making BOTH Fee Management AND Food Service payments, you will need to complete two separate transactions. Follow the instructions below to make Fee Management payments, then login to Skyward again and follow the instructions on the next page to make Food Service payments.



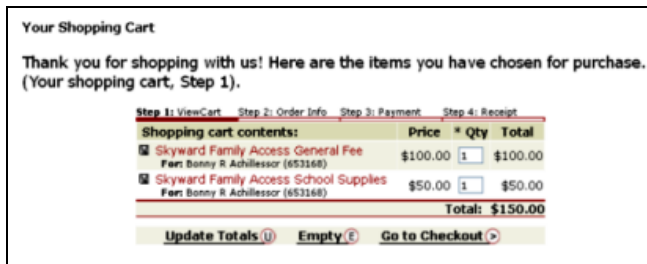
**1** To make an online payment (Discover/Visa/MasterCard credit/debit) (Not Pictured) Log in to Skyward Family Access

**2** Select **Fee Management** from the General Information menu on the left

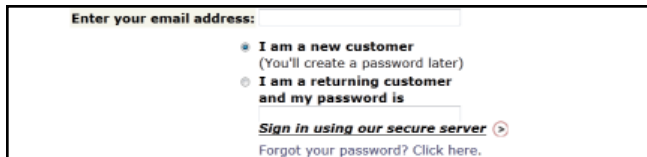
**3** View balance and select **Make Online Payment**



**4** Select desired fee(s), enter Payment Amount(s) and click **Pay with RevTrak**



**5** Verify Payment amount and select **Go to Checkout**



**6** Enter your Email Address

- Select: New/Returning Customer (If Returning, enter password NOTE: the RevTrak password is solely for use in the Web Store. It is not the same as the district-issued Skyward password)
- Click Sign in

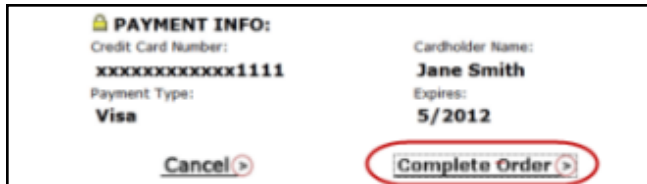


**7** Fill in Billing Information

- Create Password if new customer

Fill in Payment Information

- **Verify info**
- Click **Complete Order**



**8** (Not Pictured) View & Print Receipt  
Click Log out in the lower left corner  
Credit card statements will show payment made to the school district.