

Making a Food Service Payment (Multiple Students)



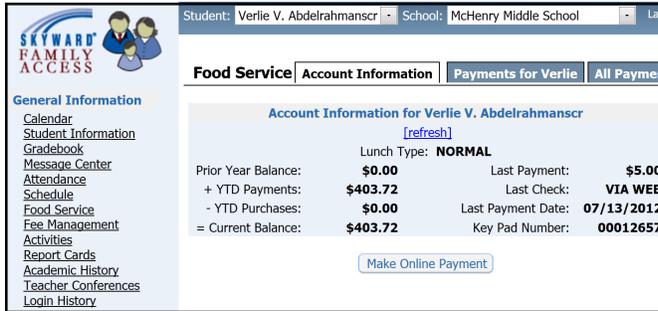
SKYWARD®

Login ID:

Password:

[Forgot your Login/Password?](#)

1 To make an online payment (Discover/Visa/MasterCard credit/debit) Log in to Skyward Family Access



Student: Verlie V. Abdelrahmanscr School: McHenry Middle School

Food Service Account Information Payments for Verlie All Payments

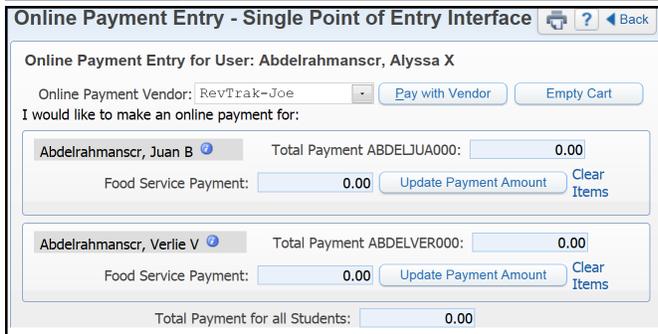
Account Information for Verlie V. Abdelrahmanscr

Lunch Type: **NORMAL**

Prior Year Balance:	\$0.00	Last Payment:	\$5.00
+ YTD Payments:	\$403.72	Last Check:	VIA WEB
- YTD Purchases:	\$0.00	Last Payment Date:	07/13/2012
= Current Balance:	\$403.72	Key Pad Number:	00012657

2 Select **Student** name from drop down list

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



Online Payment Entry for User: Abdelrahmanscr, Alyssa X

Online Payment Vendor: RevTrak-Joe

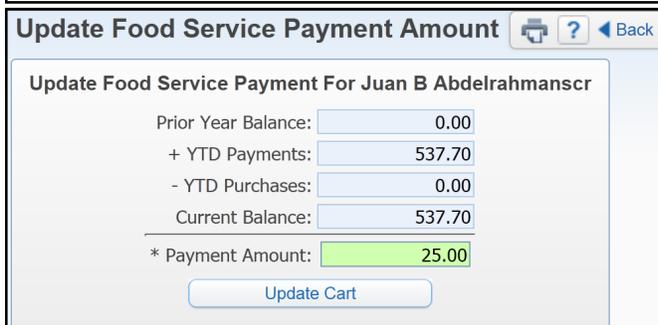
I would like to make an online payment for:

Abdelrahmanscr, Juan B	Total Payment ABDELJUA000:	<input type="text" value="0.00"/>	<input type="button" value="Clear Items"/>
Food Service Payment:	<input type="text" value="0.00"/>	<input type="button" value="Update Payment Amount"/>	<input type="button" value="Clear Items"/>
Abdelrahmanscr, Verlie V	Total Payment ABDELVER000:	<input type="text" value="0.00"/>	<input type="button" value="Clear Items"/>
Food Service Payment:	<input type="text" value="0.00"/>	<input type="button" value="Update Payment Amount"/>	<input type="button" value="Clear Items"/>

Total Payment for all Students:

4 View balance and select **Make Online Payment** (new window will open)

5 In the Food Service Payment line, click **Update Payment Amount** (new window will open)

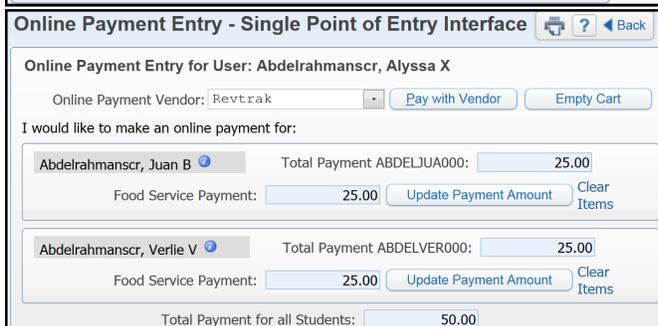


Update Food Service Payment For Juan B Abdelrahmanscr

Prior Year Balance:	<input type="text" value="0.00"/>
+ YTD Payments:	<input type="text" value="537.70"/>
- YTD Purchases:	<input type="text" value="0.00"/>
Current Balance:	<input type="text" value="537.70"/>
* Payment Amount:	<input type="text" value="25.00"/>

6 In the Update Food Service Payment Amount screen, enter Payment Amount and click **Update Cart**

Please Note: Repeat steps 5-6 to update additional student's food service balance(s).



Online Payment Entry for User: Abdelrahmanscr, Alyssa X

Online Payment Vendor: Revtrak

I would like to make an online payment for:

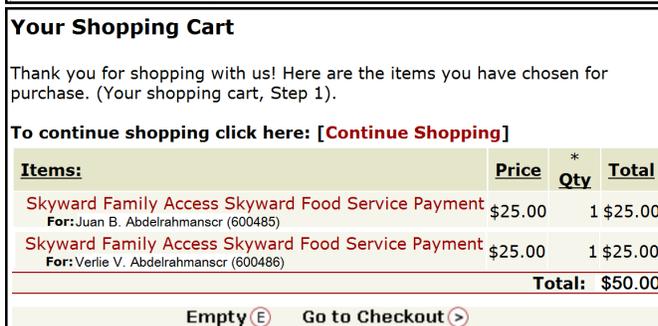
Abdelrahmanscr, Juan B	Total Payment ABDELJUA000:	<input type="text" value="25.00"/>	<input type="button" value="Clear Items"/>
Food Service Payment:	<input type="text" value="25.00"/>	<input type="button" value="Update Payment Amount"/>	<input type="button" value="Clear Items"/>
Abdelrahmanscr, Verlie V	Total Payment ABDELVER000:	<input type="text" value="25.00"/>	<input type="button" value="Clear Items"/>
Food Service Payment:	<input type="text" value="25.00"/>	<input type="button" value="Update Payment Amount"/>	<input type="button" value="Clear Items"/>

Total Payment for all Students:

7 View updated balance(s) and select **Pay with Vendor**

Submit Payment screen appears

- Click **Yes** to submit payment
- Click **No** to edit payment



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: [\[Continue Shopping\]](#)

Items:	Price	* Qty	Total
Skyward Family Access Skyward Food Service Payment For: Juan B. Abdelrahmanscr (600485)	\$25.00	1	\$25.00
Skyward Family Access Skyward Food Service Payment For: Verlie V. Abdelrahmanscr (600486)	\$25.00	1	\$25.00
Total:			\$50.00

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

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.](#)

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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

BILLING INFO:

* First Name: * Last Name:

* Address 1: Address 2:

* City: * State: * Country:

* Zip Code: * Telephone:

ACCOUNT INFO:

* Email Address: * Password: [See Hints](#)

* **Please re-enter password:**

Continue

*Required field

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Fill in Billing Information

- Create Password if new customer

Credit Card Payment Info

Credit Card Number: Cardholder Name: Expires:

Nickname (Optional):

Cancel **Verify My Info**

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Fill in Payment Information

- New Customer: Enter credit card information and desired credit card Nickname (optional)
- Returning customer: Pay with a previously used credit card by selecting desired card from drop-down, or Pay with a different credit card by entering credit card information

Credit Card Payment Info

Pay with a previously used credit card

Pay with a different credit card

Credit Card Number: Cardholder Name: Expires:

Nickname (Optional):

Cancel **Verify My Info**

Click **Verify my Info** and **Complete Order**

7/25/2012 12:18:12 PM ORDER ID: 162864074

BILL TO		SHIP TO	
Parent 10700 Lyndale Ave S Bloomington, MN 55420 888-847-3216	Parent 10700 Lyndale Ave S Bloomington, MN 55420 888-847-3216		

SKU	Product	Status	Carrier	Tracking #	Price	Qty	Total
SKY01	Skyward Family Access Skyward Food Service Payment Juan B. Abdelrahmanscr (600485)	Completed	Digital		\$25.00	1	\$25.00
SKY01	Skyward Family Access Skyward Food Service Payment Verlie V. Abdelrahmanscr (600486)	Completed	Digital		\$25.00	1	\$25.00
							Sub-Total: \$50.00
							Grand Total: \$50.00

PAYMENT INFO

TYPE: Visa
NAME ON CARD: Parent
CARD NUMBER: xxxxxxxxxxxx1111

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

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View & Print Receipt

Click **Log out** in the lower left corner
Credit card statements will show payment made to the school district.

Food Service | **Account Information** | **Payments for Verlie** | **All Payments** | **Pu**

Account Information for Verlie V. Abdelrahmanscr

[\[refresh\]](#)

Lunch Type: **NORMAL**

Prior Year Balance:	\$0.00	Last Payment:	\$25.00
+ YTD Payments:	\$428.72	Last Check:	VIA WEB
- YTD Purchases:	\$0.00	Last Payment Date:	07/13/2012
= Current Balance:	\$428.72	Key Pad Number:	00012657

[Make Online Payment](#)

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Balance(s) will update accordingly in student's account in Skyward (updated balance for Juan not pictured)