

Skyward Food & Fees

Online Payment Guide



Log In or Create an Account

Log in or create an account before shopping to expedite your checkout experience. You may click outside the login prompt to proceed to shopping, but must log in or create an account prior to submitting your payment.

- ▶ Visit the **RevTrak®** Web Store.
- ▶ Existing Web Store customers must provide the **email** and **password** used to make payments in previous visits.

If you do not have a Web Store account, click **Create New Account**. Your account will track all purchases associated with your email and expedite checkout.


- ▶ Click **Log In** (existing) or **Create Account** (new) to begin.
- ▶ Click **Family Access** and **Payment Portal**.
- ▶ Provide your **Skyward Login ID** and **Skyward Password**.

Add Food Service Payments

- ▶ Click **Food Accounts**.
- ▶ Enter a custom amount or select a quick-pay button.
- ▶ Click **Add to Cart**.

Checkout to complete the transaction or continue to add Skyward or Web Store items (if offered). To continue shopping, click outside of the Cart window.

Add Student Fee Payments

- ▶ Select the student's name to view required/optional fees.
- ▶ Click the quick-pay button to add the full amount or enter a custom amount in the field. To remove the payment, click the  button.
- ▶ Click **Add to Cart**.

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Online Payment Guide (cont'd)




Review & Verify Cart

Review & Submit

BILLING EDIT

BILL TO:
Jane Doe
123 Main Street
City, IL 60119

PAYMENT METHOD EDIT

 Visa
•••• 1111

ITEMS

PARKING PERMIT	\$40.00
Quantity: 1 For: Alicia Pavlichscr	
PARKING PERMIT	\$20.00
Quantity: 1 For: Alicia Pavlichscr	
SKYWARD FOOD SERVICE	\$10.00
Quantity: 1 For: Alicia Pavlichscr	
SUB TOTAL	\$70.00
SERVICE FEE	\$0.36
TOTAL	\$70.36

PLACE ORDER


Verify all information before placing your order. To exit the cart and continue shopping, click the “x” in the top left.

- ▶ Add a payment method.

You may save this to your Web Store account. RevTrak adheres to the highest level of PCI Certification to ensure your data's security.

- ▶ Verify your billing address. Click **Edit** next to *Billing* or *Payment Method* if an update is needed.
- ▶ Review your items.
- ▶ Click **Place Order**.

View/Print Receipt



Your order has been placed

PRINT RECEIPT

Order #12828020 12/05/16 11:20:36 AM

- ▶ Review your order confirmation page.
- ▶ Print or save your receipt as a PDF.

All receipts are kept on record under your Web Store account. To ensure all purchases can be easily tracked, use the same login credentials for each Web Store order.

- ▶ To continue shopping, log into the Web Store.