

Making a Family Access Payment (Multiple Students)



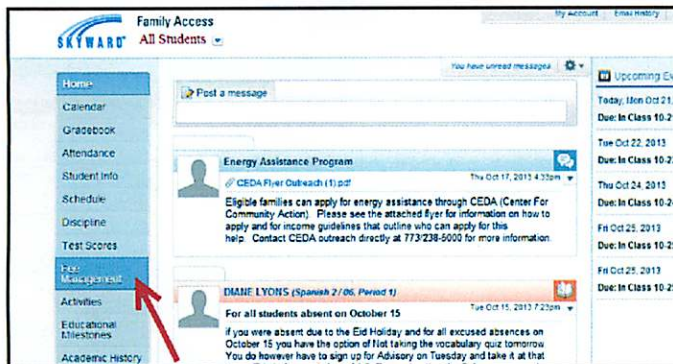
SKYWARD®

Login ID:

Password:

[Forgot your Login/Password?](#)

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



Family Access All Students

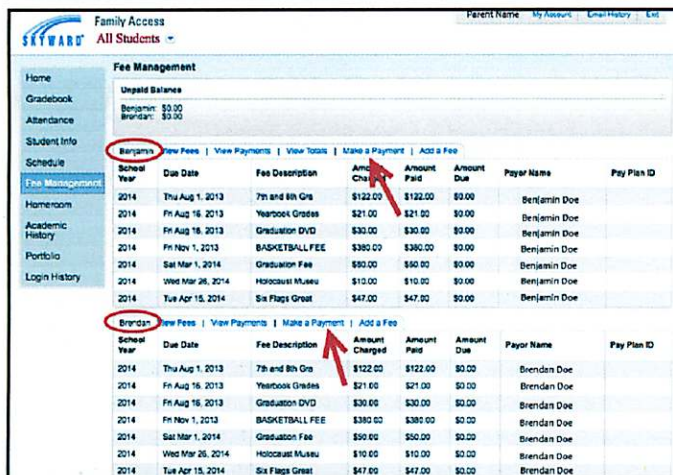
Home

- Calendar
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- Student Info
- Schedule
- Discipline
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- Fee Management**
- Activities
- Educational Milestones
- Academic History

Energy Assistance Program

DMAME LYONS (Spanish 2/06, Period 1)

2 Select Fee Management.



Family Access All Students

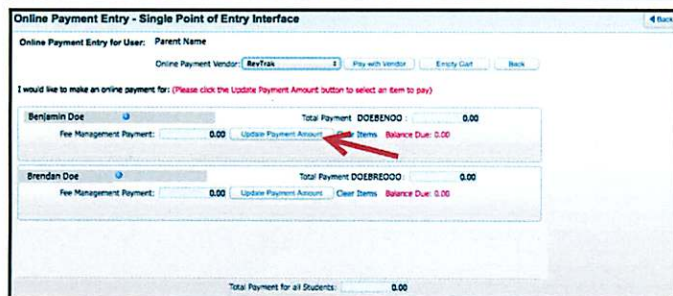
Fee Management

Unpaid Balance

Benjamin: \$3.00
Brendan: \$3.00

School Year	Due Date	Fee Description	Amount Charged	Amount Paid	Amount Due	Payer Name	Pay Plan ID
2014	Thu Aug 1, 2013	7th and 8th Grs	\$122.00	\$122.00	\$0.00	Benjamin Doe	
2014	Fri Aug 16, 2013	Yearbook Grades	\$21.00	\$21.00	\$0.00	Benjamin Doe	
2014	Fri Aug 16, 2013	Graduation DVD	\$30.00	\$30.00	\$0.00	Benjamin Doe	
2014	Fri Nov 1, 2013	BASKETBALL FEE	\$380.00	\$380.00	\$0.00	Benjamin Doe	
2014	Sat Mar 1, 2014	Graduation Fee	\$50.00	\$50.00	\$0.00	Benjamin Doe	
2014	Wed Mar 26, 2014	Holocaust Museu	\$10.00	\$10.00	\$0.00	Benjamin Doe	
2014	Tue Apr 15, 2014	Six Flags Great	\$47.00	\$47.00	\$0.00	Benjamin Doe	

3 To make a fee payment, locate the appropriate student and select the Make a Payment tab.



Online Payment Entry - Single Point of Entry Interface

Online Payment Entry for User: Parent Name

Online Payment Vendor: RevTrak

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

Benjamin Doe	Total Payment	DOERENDD	0.00
Fee Management Payment:	0.00	Update Payment Amount	Items Balance Due: 0.00
Brendan Doe	Total Payment	DOERREDD	0.00
Fee Management Payment:	0.00	Update Payment Amount	Clear Items Balance Due: 0.00

Total Payment for all Students: 0.00

4 Click Update Payment Amount for the appropriate student.

Update Fee Management Payment Amount

Update Fee Management Payment For Benjamin Doe

Fees due for student Benjamin Doe

There are no records to display; check your filter settings.

0 records displayed

Total Payment Amount for Selected Charges: 0.00 Update Cart

Fees that can be added to this student's account [Display Fees]

Description	Amount	Add Fee?	Why would I add this fee?	Ext	Sch Yr
General: 1-Way Park District Or	200.00	Add	1-Way Park District Only Bus Service - 5th thru 8th Grade Student	000	2015
General: 2-Way Park District Or	400.00	Add	2-Way Park District Only Bus Service - 5th thru 8th Grade Student	000	2015
General: Bus Service AM Only -	200.00	Add	Bus Service AM Only - 5th thru 8th Grade Student	000	2015
General: Bus Service PM Only -	200.00	Add	Bus Service PM Only - 5th thru 8th Grade Student	000	2015

8 records displayed

5 To pay for optional fees, select **Add** next to the desired fee(s). The fee(s) will display on the top portion of the screen.

Update Fee Management Payment Amount

Update Fee Management Payment For Benjamin Doe

Fees due for student Benjamin Doe

Due Date	Description	Amount Due	Pay Charge	Pay Amount	Remaining Balance
06/18/2014	Bus Service AM Only - 5th thru 8th Grade Student	200.00		200.00	0.00

1 records displayed

Total Payment Amount for Selected Charges: 200.00 Update Cart

Fees that can be added to this student's account [Display Fees]

Description	Amount	Add Fee?	Why would I add this fee?	Ext	Sch Yr
General: 1-Way Park District Or	200.00	Add	1-Way Park District Only Bus Service - 5th thru 8th Grade Student	000	2015
General: 2-Way Park District Or	400.00	Add	2-Way Park District Only Bus Service - 5th thru 8th Grade Student	000	2015
General: Bus Service PM Only -	200.00	Add	Bus Service PM Only - 5th thru 8th Grade Student	000	2015
General: Bus Service twice per	400.00	Add	Bus Service twice per day - 5th thru 8th Grade Student	000	2015

7 records displayed

6 When all payments have been added, click the **Pay Charge** checkbox, then click **Update Cart**.

Online Payment Entry - Single Point of Entry Interface

Online Payment Entry for User: Parent Name

Online Payment Vendor: BevTrax | 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)

Benjamin Doe	Total Payment: DOBERNOO	200.00
Fee Management Payment: 200.00	Update Payment Amount	Clear Items
Balance:	0.00	

Brendan Doe	Total Payment: DOBERNOO	0.00
Fee Management Payment: 0.00	Update Payment Amount	Clear Items
Balance Due:	0.00	

Total Payment for all Students: 200.00

7 Verify the total payment for all students, then click **Pay with Vendor**.

8 Click **Yes** if you are ready to submit the payment. (not shown)

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 Bus Service AM Only - 5th thru 8th Grade For: Benjamin Doe (1454)	\$200.00	1	\$200.00
Total:	\$200.00		

Empty | Go to Checkout >

*Set the Quantity field to zero (0) to remove an item from your cart. Remember to click the "update totals" button if you modify quantities. When you are ready for Step 2, click the "Go to Checkout" button.

9 Click **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.

- 10** Enter your Email Address
- Select: New/Returning Customer
If you are a Returning Customer, 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: United States

* Zip Code: _____ * Telephone: _____

ACCOUNT INFO:

* Email Address: parent@email.com * Password: See Hints

* Please re-enter password: _____

Continue >

- 11** Fill in Billing Information
- Create Password if new customer

- 12** 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 (not pictured)

Credit Card Payment Info

Credit Card Number: _____ Cardholder Name: _____ Expires: _____
Month Year

Nickname (Optional): _____

Cancel > **Verify My Info** >

- 13** Click **Verify my Info**, which will complete your order.

Skyward Test

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

6/14/2012 12:51:05 PM ORDER ID: 11796002

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
LOCK	LOCK FEE	Completed	Digital		\$5.00	1	\$5.00
ACTIVITY	ACTIVITY FEE	Completed	Digital		\$49.99	1	\$49.99
						Sub-Total:	\$54.99
						Grand Total:	\$54.99

PAYMENT INFO

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

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

- 14** View & Print Receipt
Click **Log out** in the lower left corner
Credit card statements will show payment made to the school district.

Fee Management | **Fee Activity** | **All Payments**

Unpaid Balance: \$0.00 [refresh] [Make Online Payment](#)

School Year	Ent	Due Date	Billing Description	Amount Charged	Amount Paid	Amount Due	Class
2011	400	09/28/11	ACTIVITIES PASS - FAMILY	\$80.00	\$80.00	\$0.00	
2011	400	09/28/11	ACTIVITIES PASS - INDIVIDUAL	\$40.00	\$40.00	\$0.00	
2011	400	09/28/11	ACTIVITY FEE	\$49.99	\$49.99	\$0.00	
2011	400	09/28/11	ACTIVITIES PASS - STUDENT	\$15.00	\$15.00	\$0.00	
TOTAL				\$184.99	\$184.99	\$0.00	

- 15** Balance(s) will update accordingly in Skyward.