Making a Family Access Payment (Multiple Students)

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

2. Select Food Service.

3. View Food Service and select Make a Payment (new window will open).

4. In the Food Service Payment line, select Update Payment Amount (a pop-up will appear).
Enter the desired Payment Amount and click Update Cart.

**Please Note:** Amount will be added to the Online Payment Entry screen referenced in Step 4.

When all payments have been added, select Pay Verify payment amount(s) and select Go to Checkout.

Enter your Email Address:
- Select: New/Returning Customer (If Returning, enter password. 
  **Please 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.
Please Note: A credit card token will be created for single-click use of the card at the time of your next purchase; however, the Web Store will not store your credit card number.

Fill in Billing Information:
- Create Password if you are a new customer.

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.

Click Verify my Info and Complete Order.

Please Note: A credit card token will be created for single-click use of the card at the time of your next purchase; however, the Web Store will not store your credit card number.

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

Balance(s) will update accordingly in student's account in Skyward.