



FEES AND FOOD SERVICE ONLINE PAYMENT INSTRUCTIONS

As a convenience to parents, Maize USD 266 provides parents an easy and convenient way to add money to their student's food service account and to pay for school-related fees. Online payments can be made for fees and into food service accounts through the Skyward Family Access parent portal. A link to Skyward Family Access can be found on the school district's website <http://www.usd266.com>. Parents can make payments from a home or work computer 24/7 using a Discover, VISA or MasterCard debit or credit card. We have contracted with RevTrak, a national credit card payment processor, to provide a secure site for making payments. **We suggest you maintain a \$5.00 minimum balance on your student's Food Service account at all times.**

Instructions for Making a Payment:

- **Login** to Skyward Family Access
- Select **"Food Service"** or **"Fee Management"** from the menu on the left
 - Select **"Make A Payment"**

A screenshot of the Skyward Family Access Fee Management portal. The user is logged in as Sally Q Maize. The left sidebar shows a menu with options: Home, New Student Online Enrollment, Food Service, Test Scores, Fee Management (highlighted), and Report Cards. The main content area shows the 'Fee Management' section with an 'Unpaid Balance' of \$100.00. Below this is a table with columns: School Year, Due Date, Fee Description, Amount Charged, Amount Paid, Amount Due, Payor Name, and Pay Plan ID. A single row is visible for the 2015 school year, due on Tue Sep 30, 2014, for a Curriculum Fee of \$100.00. A red arrow points from the 'Make A Payment' link in the table's header to the 'Update Payment Amount' button in the next screenshot.

- Select **"Update Payment Amount"** button for either Fee Management or Food Service.

A screenshot of the 'Online Payment Entry - Single Point of Entry Interface'. The user is logged in as 'Maize Parent'. The 'Online Payment Vendor' is set to 'Revtrak'. The interface shows a list of items to pay for: 'Maize, Sally Q.' with a 'Total Payment' of 0.00. Below this are two rows: 'Food Service Payment' and 'Fee Management Payment', both with a value of 0.00. Each row has an 'Update Payment Amount' button. A red arrow points from the 'Update Payment Amount' button in the first screenshot to the 'Update Payment Amount' button in this screenshot. The 'Current Balance' is 5.35 and the 'Balance Due' is 100.00. The 'Total Payment for all Students' is 0.00.

If you are paying food service, continue following these instructions. For Fee Management follow instructions later in this document.

FOOD SERVICE INSTRUCTIONS

You will see this screen. Type in the payment amount; then click the **"Update Cart"** button.

*You may choose to add payment for another student's account before checking out. Complete for each student.

If you are ready to check out, please follow the shopping cart instructions later in this document.

*At this time you may choose **"Update Payment Amount"** for Food Service or make payments for another student.

Update Food Service Payment Amount [Back]

Update Food Service Payment Sally Q. Maize

Prior Year Balance: 5.35
+ YTD Payments: 0.00
- YTD Purchases: 0.00
Current Balance: 5.35
* Payment Amount: 0.00 X
[Update Cart]

Asterisk (*) denotes a required field

FEE MANAGEMENT INSTRUCTIONS

For Curriculum Fee and for prior unpaid fees, check the **"Pay Charge"** box

To add and pay for additional fees (Yearbooks or Athletic Fees), click on the **"Add"** button. Be sure to check the **"Pay Charge"** box for each charge you would like to pay.

Once you have updated your Fee Payment screen, click the **"Update Cart"** button. You will be returned to the Online Payment Entry Screen.

Update Fee Management Payment Amount [Print] [?]

Update Fee Management Payment For Sally Q. Maize

Fees for student Sally Q. Maize

Due Date	Description	Amount Due	Pay Charge	Pay Amount	Remaining Balance
09/30/2012	Curriculum Fee (HS) 12-13	85.00	<input type="checkbox"/>	0.00	85.00

1 records displayed

Total Payment Amount for Selected Charges: 0.00 [Update Cart]

Fees that can be added to this student's account

Description	Amount	Add Fee?	Why would I add this fee?	Ent	Schl Y
Athletic Fee (Middle/High School) 12-13	35.00	Add	One-time annual fee for 7-12 grade boys and girls sports includ	000	2013
Yearbook (MAIZE HIGH SCHOOL)	40.00	Add	Payment is required to secure your student's yearbook.	000	2013

Deleting a Charge

Note: If you added an incorrect fee to your student's account. Unclick the **"Pay Charge"** box of the incorrect fee. Click the **"Delete"** button to remove the charge from your student's account.

Click the **"Yes"** button in the Delete Charge dialog box.

Next, click the Back button. Choose the **"Close Without Saving"** button. Your charge will be deleted.

Update Fee Management Payment Amount [Back]

Update Fee Management Payment For Sally Q. Maize

Fees for student Sally Q. Maize

Due Date	Description	Amount Due	Pay Charge	Pay Amount	Remaining Balance
05/15/2013	Athletic Fee (Middle/High School) 12-13	35.00	<input type="checkbox"/>	0.00	35.00
09/30/2013	Curriculum Fee (MHS) 13-14	95.00	<input type="checkbox"/>	0.00	95.00

2 records displayed

Total Payment Amount for Selected Charges: 0.00 [Update Cart]

Fees that can be added to this student's account

Description	Amount	Add Fee?	Why would I add this fee?	Ent	Schl Y
Yearbook (MAIZE HIGH SCHOOL)	40.00	Add	Full payment is required to secure your student's yearbook.	000	2014

Skyward

You have clicked on the Back button and the Back button does not save changes.
Are you sure you want to go back and discard any changes?

[Close Without Saving] [Keep Screen Open]

SHOPPING CART INSTRUCTIONS

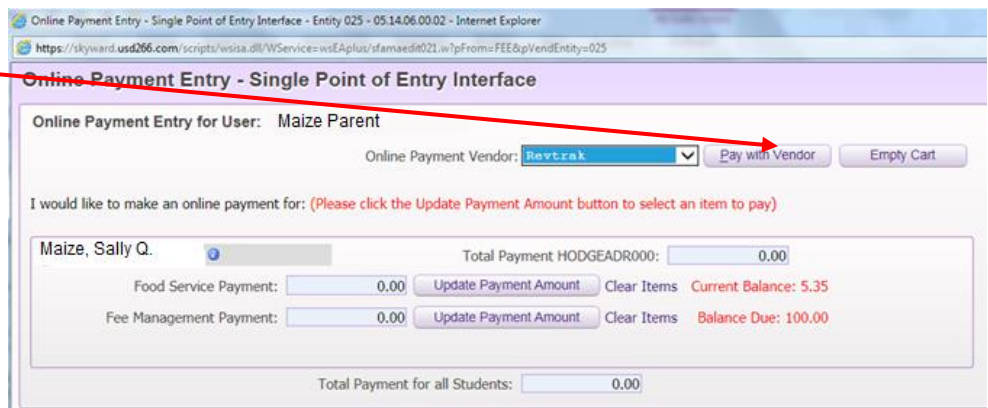
Click the **"Pay with Vendor"** button if you are finished shopping

.Click **"Yes"** when the following box appears:



Submit Payment

Are you sure you are ready to submit the payment?



Online Payment Entry - Single Point of Entry Interface

Online Payment Entry for User: Maize Parent

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)

Item	Amount	Action	Balance
Maize, Sally Q.	0.00	<input type="button" value="Update Payment Amount"/>	Current Balance: 5.35
Food Service Payment:	0.00	<input type="button" value="Update Payment Amount"/>	Balance Due: 100.00
Fee Management Payment:	0.00	<input type="button" value="Update Payment Amount"/>	

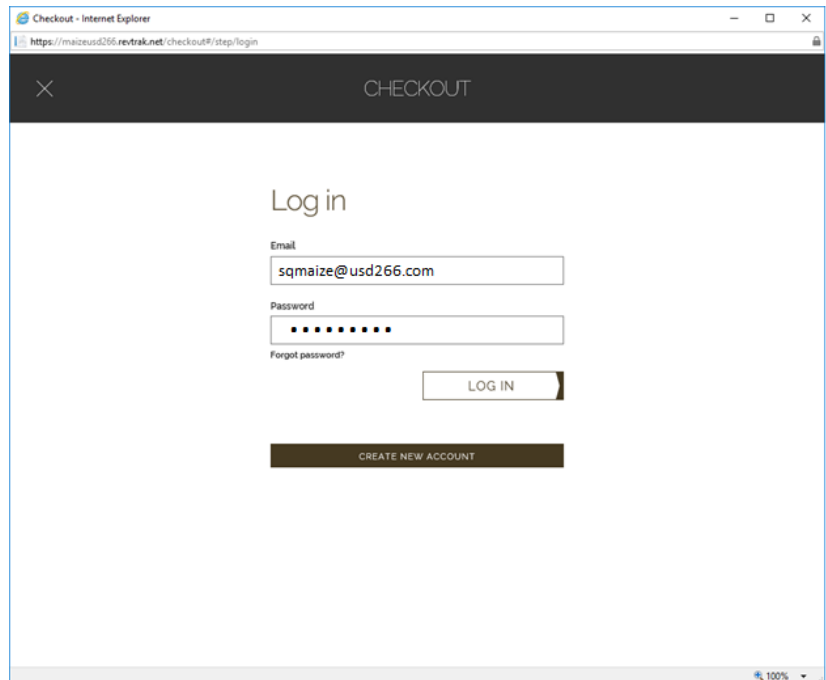
Total Payment for all Students: 0.00

REVTRAK PAYMENT PROCESSING INSTRUCTIONS

If you are a returning customer click the **"LOG IN"** button to continue. If you are a new customer, please see instructions below.

(Please Note: the RevTrak password is not the same as the Skyward password and was not issued by the district.)

If a **new customer**, select **"Create a New Account"**



Checkout - Internet Explorer

https://maizeusd266.revtrak.net/checkout#/step/login

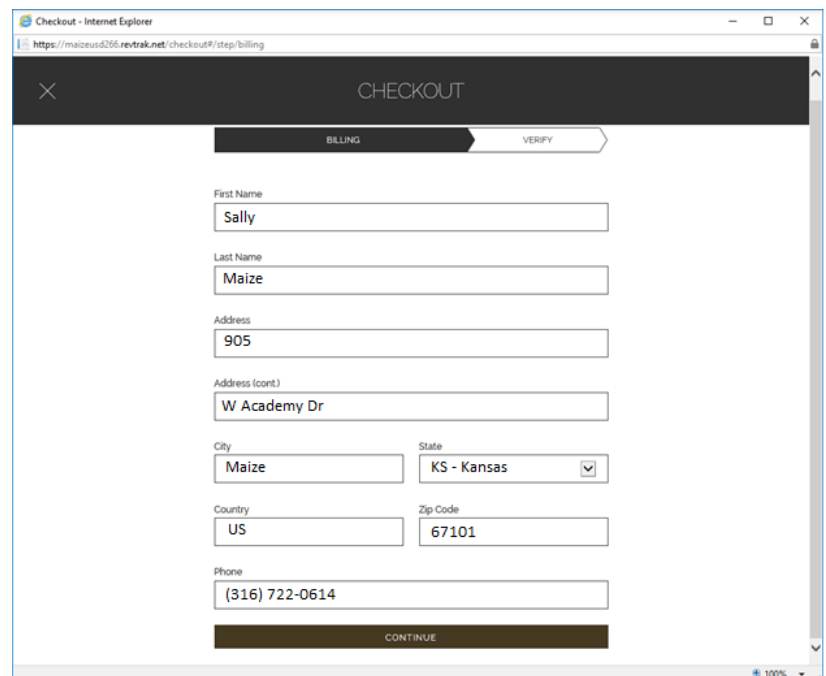
CHECKOUT

Log in

Email: sqmaize@usd266.com

Password: [masked]

Enter your **Billing Information** then click **"Continue"**



Checkout - Internet Explorer

https://maizeusd266.revtrak.net/checkout#/step/billing

CHECKOUT

BILLING

First Name: Sally

Last Name: Maize

Address: 905

Address (cont.): W Academy Dr

City: Maize State: KS - Kansas

Country: US Zip Code: 67101

Phone: (316) 722-0614

Review your information on the **Review and Submit** screen.

If your information is correct click the **“Place Order”** button.

If the billing information or payment method is incorrect, please click the corresponding **“Edit”** button to make changes. See instructions below.

A screenshot of a web browser showing the 'CHECKOUT' page. The page has a dark header with a close button and the word 'CHECKOUT'. Below the header, the title 'Review & Submit' is displayed in green. The page is divided into three main sections: 'BILLING', 'PAYMENT METHOD', and 'ITEMS'. The 'BILLING' section shows the name 'Sally Maize' and address '905 W Academy Dr, Maize KS 67101', with an 'EDIT' button. The 'PAYMENT METHOD' section shows a 'VISA' card ending in '0844', also with an 'EDIT' button. The 'ITEMS' section lists 'SKYWARD FOOD SERVICE PAYMENT' for '\$30.00'. At the bottom, a summary shows 'SUB TOTAL' and 'TOTAL' both as '\$30.00'. A large green 'PLACE ORDER' button is at the very bottom.

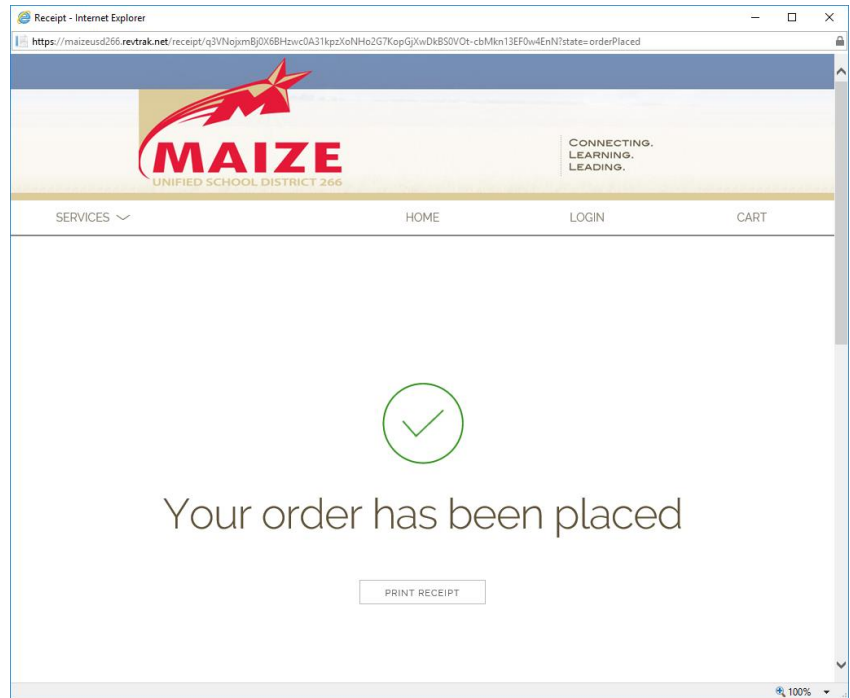
To add a new card, click the **“Add Card”** button.

A screenshot of the 'CHECKOUT' page, specifically the 'DEBIT/CREDIT CARDS' section. At the top, there are two tabs: 'PAYMENT' (active) and 'VERIFY'. Below the tabs, two credit cards are displayed: a Visa card for 'Sally Q Maize' (02/18) and another Visa card for 'Sally Q Maize' (04/14). Below the cards is a green 'ADD CARD' button. At the bottom of the section is a brown 'CONTINUE' button.

Enter new card information; then click the **“Continue”** button.

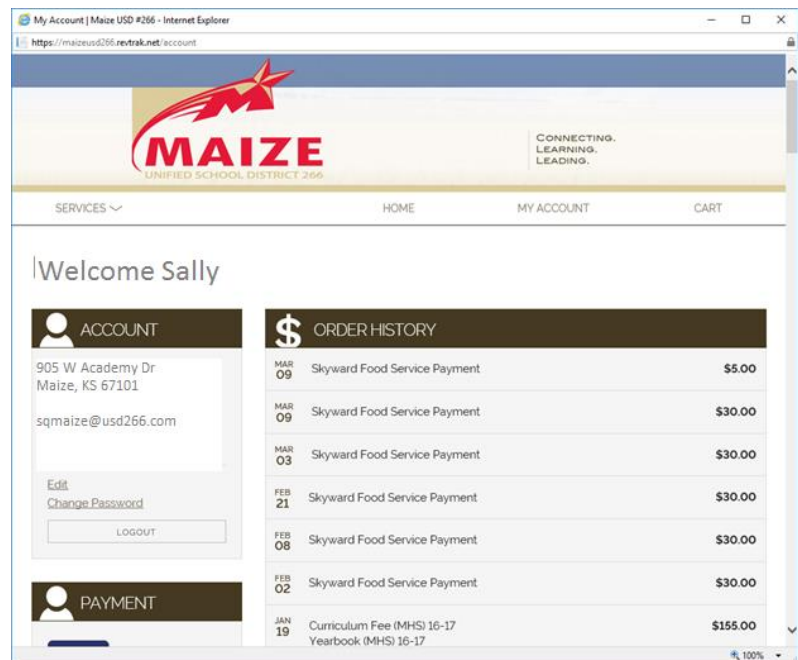
A screenshot of the 'CHECKOUT' page, specifically the 'ADD CARD' section. At the top, there are two tabs: 'PAYMENT' (active) and 'VERIFY'. Below the tabs, the title 'ADD CARD' is displayed in green. The form contains fields for 'card number', 'name', 'expiration' (with 'Month' and 'Year' dropdowns), and 'nickname'. There is a checkbox labeled 'SAVE CARD' which is checked. At the bottom are two buttons: 'CANCEL' and 'CONTINUE'.

Payment will be processed and receipt can be viewed and printed. A receipt will be sent to the email address provided.

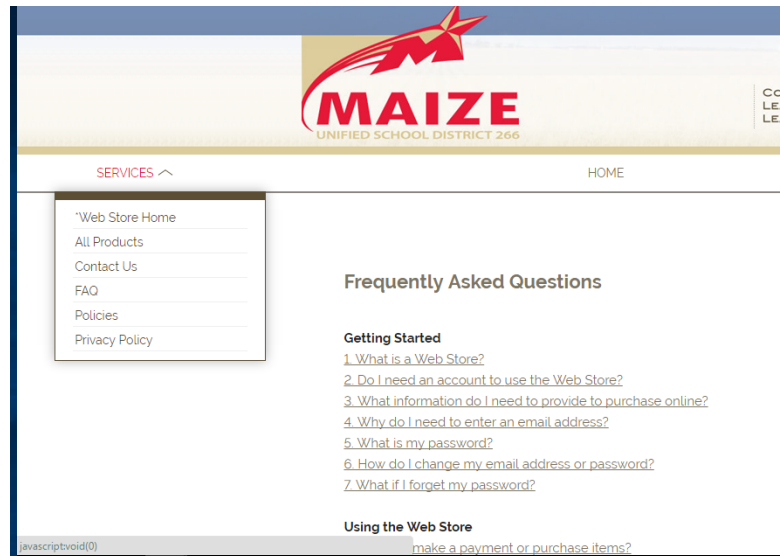


To view your account history without making a payment go to <https://maizeusd266.revtrak.net/> and log in to your RevTrak account. *(Please Note: the RevTrak password is not the same as the Skyward password and was not issued by the district.)*

Click on “**My Account**” to look up previous transactions and change address or password information.



Click on “**Services**” then “**FAQ**” to view
Frequently Asked Questions



Please contact your student’s building Accounting Secretary if you have questions regarding your student’s fees or your student’s building Skyward Secretary for questions regarding your Skyward Family Access log-in information.