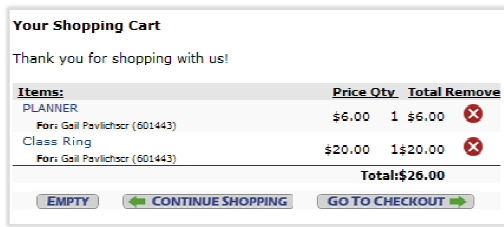
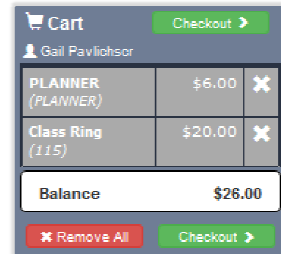
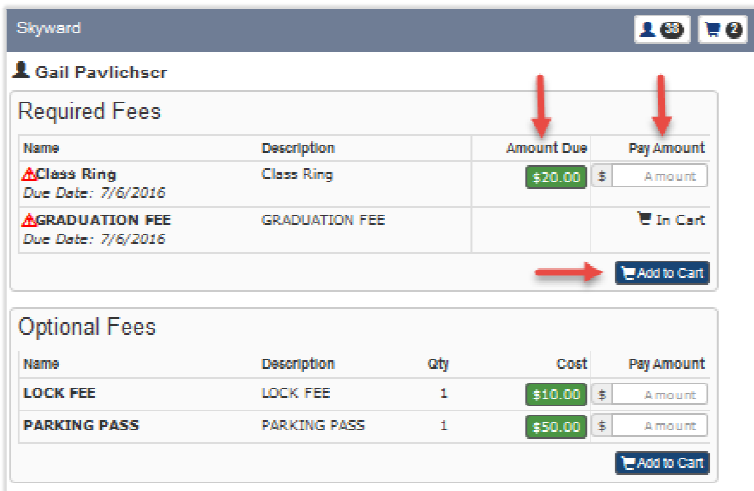
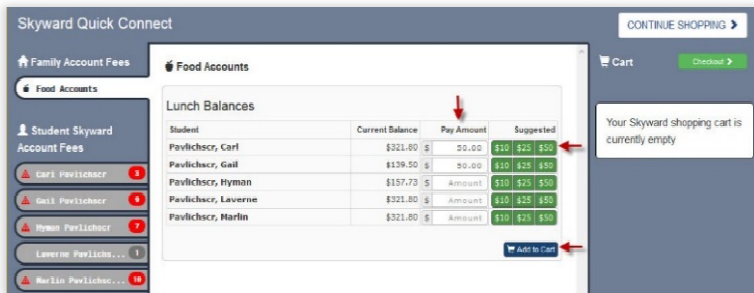


Making a Payment



Skyward Family Access Account

- Login to Skyward Family Access to begin your transaction. *Note, if you don't know your Skyward Family Access Login Credential please contact your student's school for assistance.
- Click **+** to access Food Service or Fee Management.
- Click **Make A Payment** to begin your transaction.

Food Service Payments

- To view food service account(s) and to make a food service payment, click **Food Accounts** on the left hand navigation bar.
- Food service balances and payment options will display.
- Click a quick-pay button or enter an amount in the "Pay Amount" field. Click **Add to Cart** to insert your food service item(s) into your cart.

Fee Payments

- To make fee payments, click on the student's name to display required and optional fees.
- To make a payment for a required fee, click the quick-pay button (green highlighted price) to pay in full or enter partial payments directly into the "Pay Amount" fields.
- Click **i** to view additional payment information.
- Click the **Add to Cart** button(s) to add each student's required fees to your shopping cart.
- For optional fees, click the quick pay button (green highlighted price) to pay in full.
- Click the **Add to Cart** button(s) to add each student's optional fees to your shopping cart.
- Review items in the cart and click **Checkout** to proceed to the web store.
- Confirm all items in your Shopping Cart and click **Go to Checkout**.
- Log in to the Web Store. For first time customers, you will create your Web Store account.
- Enter your billing information and click **Continue**.

Checkout

- Confirm the items in your cart, enter your payment method, and click **Verify Info**.
- After verifying your information, click **Complete Order** to process your transaction and view your receipt.
- A receipt will confirm your successful transaction and a payment confirmation will be emailed to you.

BILL TO		SHIP TO					
Carl Pavlichscr 100 Main St Any City, AA 22222 (888) 888 8888	Carl Pavlichscr 100 Main St Any City, AA 22222 (888) 888 8888						
SKU	Product	Status	Carrier	Tracking #	Price	Qty	Total
115	Class Ring For: Gail Pavlichscr (601443)	Completed	Digital		\$5.00	1	\$5.00
	PARKPASS PARKING PASS For: Gail Pavlichscr (601443)	Completed	Digital		\$50.00	1	\$50.00
							Sub Total: \$55.00
							Grand Total: \$55.00
PAYMENT INFO							
TYPE	Visa						
NAME ON CARD	Carl Pavlichscr						
CARD NUMBER	xxxxxxxxxxxx1111						

