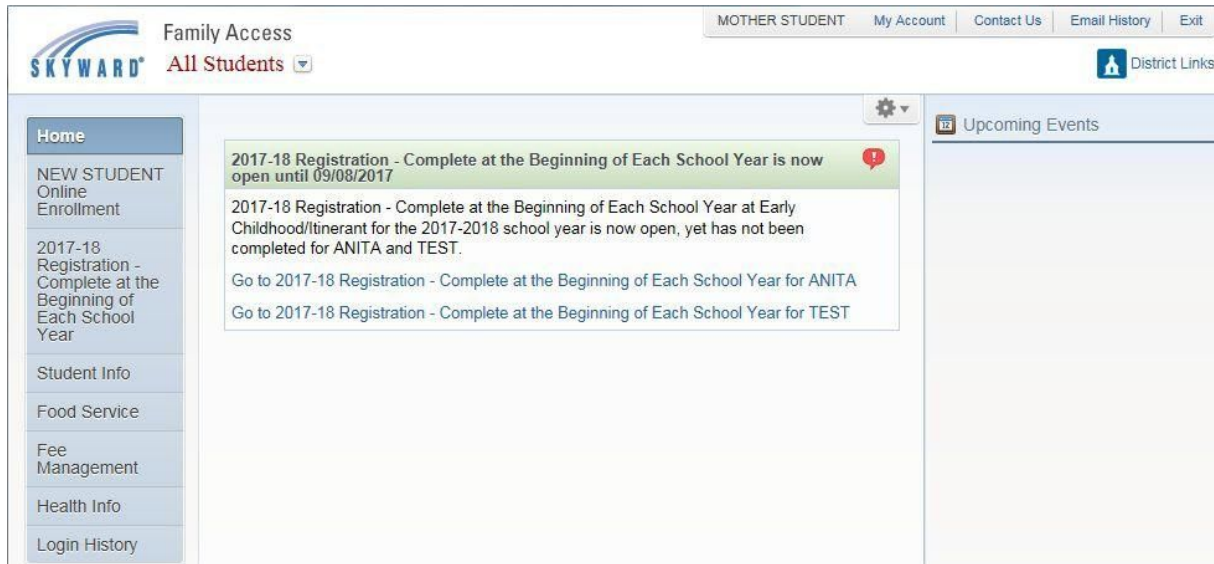
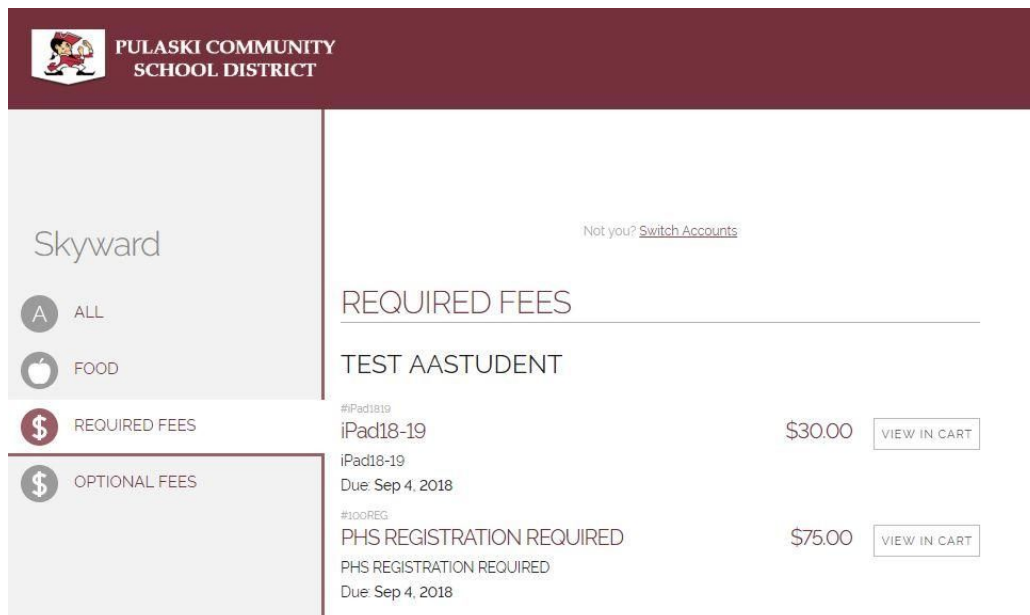


## Payment Fees

1. Login to Skyward Family Access at <https://family.pulaskischools.org>
2. Select 'Fee Management' in the left hand menu.



3. The \$30 iPad insurance fee will appear for each student in grades 6-12. Fees for all students in your family in grades 6-12 will appear in this view. \*For families with more than 2 students in grades 6-12 the fees may automatically be adjusted to meet the \$60 maximum amount per family. Next click on '**Make a Payment**' and you will be taken to the new RevTrak interface.
4. In the RevTrak Web Store click on the student's name under '**Required Fees**' to display the required iPad Insurance Fees. To make payment for the fees, enter the amount of the fee you will be paying, then click on the Add Selected to Cart button.



PULASKI COMMUNITY SCHOOL DISTRICT	
Not you? <a href="#">Switch Accounts</a>	
<b>REQUIRED FEES</b>	
TEST AASTUDENT	
#Pad1819 iPad18-19 Due: Sep 4, 2018	\$30.00 <a href="#">VIEW IN CART</a>
#100REG PHS REGISTRATION REQUIRED PHS REGISTRATION REQUIRED Due: Sep 4, 2018	\$75.00 <a href="#">VIEW IN CART</a>

5. In the RevTrak Web Store click on the student's name under '**Optional Fees**' to select any optional fees you would like to pay at this time. To make payment for the fees, enter the amount of the fee you will be paying, then click on the Add Selected to Cart button.

The screenshot shows the Skyward web store interface. On the left is a navigation menu with categories: ALL, FOOD, REQUIRED FEES, and OPTIONAL FEES. The main content area is titled 'OPTIONAL FEES' and lists items for 'ANITA AASTUDENT'. The first item is '#100FMACT FAMILY ATH PASS (2 ADULTS & 2 UNDER 8TH GR STUDENTS)' priced at \$100.00 with an 'ADD TO CART' button. The second item is '#100ADACT PHS ADULT ATHLETIC PASS FOR 2018-19 SCHOOL YEAR' priced at \$45.00 with an 'ADD TO CART' button.

6. Confirm all items are in your **Shopping Cart** on the right hand side of the screen and click **Checkout**.

The screenshot shows the Skyward web store with the shopping cart open. The cart contains two items: 'IPAD18-19' for \$30.00 and 'PHS REGISTRATION REQUIRED' for \$75.00. The cart summary at the bottom right shows a sub-total of \$105.00, a service fee of \$2.00, and a total of \$107.00. There are 'CONTINUE SHOPPING' and 'CHECKOUT' buttons at the bottom of the cart.

Note: For families with more than 2 students in grades 6-12, the maximum payment amount and shopping cart total for the iPad insurance fee will be \$60.

7. Login to the Web Store, enter your billing information, and click **Continue**.
8. Confirm the items in your cart, enter your payment method and click **Verify Info**.
9. After verifying your information, click **Complete Order** to process your transaction and view your receipt.

\*For families that wish to utilize a payment schedule to pay the iPad insurance fees, please contact your student's school building main office secretary to setup a payment plan.