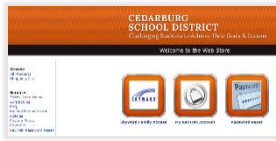


CSD Online Food Service Payments: Making a Payment

Step 1: Visit <https://cedarburg.revtrak.net>

or

Skyward Family Access



Enter your email address:

I am a new customer (You'll create a password later)

I am a returning customer and my password is

Please Enter Your Skyward Family Access Credentials Below

Login ID

Password

Web Store Account

- Login to the Web Store to begin your transaction. If you're a first time customer, create your Web Store account. Your email address and password will be used to login to the Web Store in the future.

Skyward Family Access Account

- Login to Skyward Family Access to add students to your Web Store account.
*Note: If you don't know your Skyward Family Access login credential, please use the "Forgot Login/Password" link.



Family Access

All Students

Home	Food Service	Make a Payment
Attendance	Payment Date	Payment
Student Info	Mon Aug 29, 2016	\$25.00
Food Service	Tuesday 23, 2016	\$50.00
Schedule	Wed Aug 17, 2016	\$10.00
Fee Management	Wed Aug 19, 2016	\$-200.00
	Wednesday 13, 2016	\$1.00

Skyward Family Access Account

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

Step 2: Make Payment Selections

Lunch Balances

Student	Current Balance	Pay Amount	Suggested
Pavlichsr, Carl	\$824.11	\$150	\$150
Pavlichsr, Gail	\$490.30	\$150	\$150

Required Fees

Name	Description	Due Date	Amount Due	Pay Amount
ACTIVITY/INSTR. BASIS - 57088887	ACTIVITY BASIS	8/30/2016	\$150.00	
Class Ring	Class Ring	7/4/2016	\$200.00	
GRADUATION FEE	GRADUATION FEE	7/4/2016	\$108.00	

Your Shopping Cart

Items	Price	Qty	Total	Remove
PLANNER	\$6.00	1	\$6.00	X
Class Ring (115)	\$20.00	1	\$20.00	X
Total			\$26.00	

Payments

- For food service payments, click a quick pay button or enter an amount in the "Pay Amount" field. Click "Add to Cart". Your shopping cart and balance(s) will display.
- For fee payments, click on the student's name to display required and optional fees. Click the quick-pay button (green highlighted price) to pay in full or enter partial payments directly into the "Pay Amount" fields.
- Click to view additional payment information.
- Click the **Add to Cart** button(s) to add each student's fees to your shopping cart.
- Review items in the cart and click **Checkout** to proceed to the Web Store. (If you're a first time customer and accessed paying through Skyward, you will be prompted to create your Web Store account.)
- Confirm items in your Web Store shopping cart and click **Go to Checkout**.

Step 3: Checkout

9/1/2016 11:50:52 AM		ORDER ID: 10070003	
BILL TO		SHIP TO	
Carl Pavlichsr 100 Main St Any City, AA 22222 (888) 888-8888		Carl Pavlichsr 100 Main St Any City, AA 22222 (888) 888-8888	
SKU	Product	Status	Carrier Tracking # Price Qty Total
PLANNER	PLANNER For: Gail Pavlichsr (601443)	Completed	Digital \$6.00 1 \$6.00
115	Class Ring For: Gail Pavlichsr (601443)	Completed	Digital \$20.00 1 \$20.00
			Grand Total: \$26.00
PAYMENT INFO			
TYPE	Visa		
NAME ON CARD	Carl Pavlichsr		
CARD NUMBER	xxxxxxxxxxxx1111		

- Enter your payment method and click **Verify Info**.
- Click **Complete Order** to process your transaction.
- A receipt will confirm your successful transaction and a payment confirmation will be emailed to you.
- A \$2.50 Service Fee will be charged on every transaction.
* Note: Previous Web Store transactions can be viewed by clicking the "My Account" link on the Web Store home page.

Making a Payment Using a Mobile Device

Step 1: Visit

<https://cedarburg.revtrak.net>

or

Skyward Family Access

CEDARBURG SCHOOL DISTRICT
Creating an account on the Web Store

Enter your email address:

I am a new customer
 I am a returning customer and my password is

PLEASE ENTER YOUR SKYWARD FAMILY ACCESS CREDENTIALS BELOW

Login ID:
Password:

Web Store Account

- Login to the Web Store to begin your transaction. If you're a first time customer, create your Web Store account. Your email address and password will be used to login to the Web Store in the future.

Skyward Family Access Account

- Login to Skyward Family Access to add students to your Web Store account.
- * Note: If you don't know your Skyward Family Access login credential, please use the "Forgot Login/Password" link.

SKYWARD

Login ID:
Password:

Sign In

Skyward Family Access Account

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

SKYWARD Family Access All Students

Home
Food Service
Schedule

Payment made to Multiple payments Payor Account for

Call (Entry 400) Grades	Make a Payment	Payment Date	Payment	Check #
		Wed Aug 17, 2016	\$10.00	VIA WEB

Step 2: Make Payment Selections

SKYWARD

Gail Pavlichscr

Name	Description	Amount Due	Pay Amount
Class Ring	Class Ring	\$20.00	\$ Amount
GRADUATION FEE	GRADUATION FEE		In Cart

Name	Description	Qty	Cost	Pay Amount
LOCK FEE	LOCK FEE	1	\$10.00	\$ Amount
PARKING PASS	PARKING PASS	1	\$50.00	\$ Amount

Payments

- To make a payment, click a quick pay button (green highlighted price) or enter an amount in the "Pay Amount" field.
- Click **Add to Cart** button(s) to add items to the cart.
- Click **i** to view additional payment information.
- Click **person** to access other student accounts and payment types.
- Click **shopping cart** to view your shopping cart and proceed to **Checkout**.

SKYWARD

Family Account Fees

Food Accounts

Student Skyward Account Fees

Carl Pavlichscr 1

Gail Pavlichscr 10

Skyward Food Service \$50.00

Balance \$100.00

Step 3: Checkout

9/1/2016 3:13:23 PM ORDER ID: 10070005

SKU	Product	Status	Carrier	Tracking #	Price	Qty	Total
115	Class Ring	Completed	Digital		\$5.00	1	\$5.00
PARKPASS	PARKING PASS	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

Checkout

- View items in your cart, enter your payment method, and click **Verify Info**.
- Confirm your payment information and click **Complete Order** to process your transaction.
- A receipt will confirm your successful transaction and a payment confirmation will be emailed to you.
- A \$2.50 Service Fee will be charged on every transaction.
- * Note: Previous Web Store transactions can be viewed by clicking the "My Account" link on the Web Store home page..