

Online Payment Directions:

Log into Skyward Family Access
Click on Fee Management

Fee Management

Unpaid Balance: 0.00

View Fees | View Payments | View Totals | Make a Payment | Add a Fee

School Year	Due Date	Fee Description	Amount Charged	Amount Paid	Amount Due	Remaining Due	Payor Name	Pay Plan ID
2022	Thu Jul 15, 2021	YEARBOOK	55.00	55.00	0.00	0.00		
2022	Thu Aug 5, 2021	PAY TO PLAY	60.00	60.00	0.00	0.00		
2022	Fri Aug 6, 2021	ASB CARDS	40.00	40.00	0.00	0.00		
2022	Tue Oct 19, 2021	PAY TO PLAY	60.00	60.00	0.00	0.00		
2022	Wed Oct 20, 2021	HOMECOMING DANCE W/ASB	20.00	20.00	0.00	0.00		
2022	Tue Feb 15, 2022	BOTC SHIRTS	12.00	12.00	0.00	0.00		

Click on "add a fee" and this screen will come up

Add a Fee to

Fees due for student

There are no records to display; check your filter settings.

0 records displayed

Total Amount Due: 0.00

Fees that can be added to this student's account [Display Fees]

Description	Amount	Entity	Schl Yr	Why would I add this fee?	Add Fee?
General: CLASS OF 2022	0.00	403	2022		Add
General: CLASS OF 2023	0.00	403	2022		Add
General: CLASS OF 2024	0.00	403	2022		Add
General: CLASS OF 2026	0.00	403	2022		Add

9 records displayed

Towards the bottom of the screen you will see where you can add fees to your student's account. Click add for each item you wish to add. If you clicked on one and decided not to purchase it then you can highlight it and click the delete button on the upper right.

Add a Fee to

Add a Fee to

Fees due for student

	Due Date ▲	Description	Amount Charged	Amount Paid	Ent	Schl Yr
1	05/12/2022	FBLA DUES	20.00	0.00	000	202

1 records displayed

Total Amount Due: 20.00

Fees that can be added to this student's account [Display Fees]

Description ▲	Amount	Entity	Schl Yr	Why would I add this fee?	Add Fee?
General: CLASS OF 2022	0.00	403	2022		Add
General: CLASS OF 2023	0.00	403	2022		Add
General: CLASS OF 2024	0.00	403	2022		Add
General: CLASS OF 2026	0.00	403	2022		Add

8 records displayed

It shows the total amount due which is \$20.00. Then click on the back button at the top of the screen. Then it brings you to this screen. Click on "make a payment" from the middle of the screen.

Family Access

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District Links

Fee Management

Unpaid Balance: **20.00**

[View Fees](#) | [View Payments](#) | [View Totals](#) | [Make a Payment](#) | [Add a Fee](#)

School Year	Due Date	Fee Description	Amount Charged	Amount Paid	Amount Due	Remaining Due	Payor Name	Pay Plan ID
2022	Thu Jul 15, 2021	YEARBOOK	55.00	55.00	0.00	0.00		
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2022	Fri Aug 6, 2021	ASB CARDS	40.00	40.00	0.00	0.00		
2022	Tue Oct 19, 2021	PAY TO PLAY	60.00	60.00	0.00	0.00		
2022	Wed Oct 20, 2021	HOMECOMING DANCE W/ASB	20.00	20.00	0.00	0.00		
2022	Tue Feb 15, 2022	BOTC SHIRTS	12.00	12.00	0.00	0.00		
2022	Thu May 12, 2022	CLASS OF 2025	0.00	0.00	0.00	0.00		
2022	Thu May 12, 2022	FBLA DUES	20.00	0.00	20.00	20.00		

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This screen comes up and this is very important, click on “update payment amount” next to where it says “fee management”.

Online Payment Entry - Single Point of Entry Interface

Online Payment Entry for User:

Online Payment Vendor: RevTrak Pay with Vendor Empty Cart

I would like to make an online payment for: (Please click the Update Payment Amount button to select an item to pay)

Total Payment : 0.00

Food Service Payment: 0.00 Update Payment Amount Clear Items **Balance: 29.30**

Fee Management Payment: 0.00 Update Payment Amount Clear Items **Balance: 0.00**

Total Payment : 0.00

Food Service Payment: 0.00 Update Payment Amount Clear Items **Balance: 6.25**

Fee Management Payment: 0.00 Update Payment Amount Clear Items **Balance: 20.00**

Total Payment Amount for all Students: 0.00

Pending Cart
No items in cart

This takes you back to your cart. Click on “update cart” on the middle right of the screen.

Update Fee Management Payment Amount

Update Fee Management Payment For

Fees due for student Delete

	Due Date ▲	Description	Amount Charged	Amount Paid	Amount Due	Pay Fee	Payment Amount	Remaini D
1	05/12/2022	FBLA DUES	20.00	0.00	20.00	✓	20.00	0.00

1 records displayed

Total Payment Amount for Selected Charges: 20.00 Update Cart

Fees that can be added to this student's account [Display Fees]

Description ▲	Amount	Entity	Schl Yr	Why would I add this fee?	Add Fee?	Enrolled
General: CLASS OF 2022	0.00	403	2022		Add	
General: CLASS OF 2023	0.00	403	2022		Add	
General: CLASS OF 2024	0.00	403	2022		Add	
General: CLASS OF 2026	0.00	403	2022		Add	

8 records displayed

It takes you back here and you can click “pay with vendor” on the right hand side of the screen. It will ask you if you are sure you want to move forward and click on yes.