

## Online Bill Pay

Log in to Skyward using your Family Access login/password. Select the "Fee Management" button on the left of the screen.

The screenshot shows the Skyward Family Access interface. At the top, there is a navigation bar with the Skyward logo, "Family Access", and "YOUR STUDENT" with a dropdown arrow. On the right, there are links for "YOUR NAME", "My Account", "Contact Us", and "Exit". A left-hand navigation menu includes options like Home, Online Registration, Online Forms, Calendar, Gradebook, Attendance, Student Info, Food Service, Schedule, Discipline, Test Scores, and Fee Management (which is highlighted). The main content area is titled "Fee Management" and displays an "Unpaid Balance" for YURI (JOHNSON CREEK JR/SR HIGH SCH) as 25.00. Below this, there are links for "View Fees", "View Payments", "View Totals", and "Make a Payment". A table lists the fee details:

School Year	Due Date	Fee Description	Amount Charged	Amount Paid	Amount Due	Payor Name	Pay Plan ID
2016	Thu Aug 6, 2015	REGISTRATION 6-	25.00	0.00	25.00		

Each of your students will be listed with the fees assessed to them and their Food Service account information.

The screenshot shows the "Online Payment Entry - Single Point of Entry Interface". At the top, there is a "Back" button. Below the title, it says "Online Payment Entry for User: YOUR NAME". There is a dropdown menu for "Online Payment Vendor" set to "RevTrak" and buttons for "Pay with Vendor" and "Empty Cart". A message states: "I would like to make an online payment for: (Please click the Update Payment Amount button to select an item to pay)". The interface lists four students, each with a "Total Payment" field set to 0.00. For each student, there are two payment items: "Food Service Payment" (0.00) and "Fee Management Payment" (0.00). Each item has an "Update Payment Amount" button, a "Clear Items" button, and a "Balance" value. The balances are: Student 1 (Food: -0.35, Fee: 25.00), Student 2 (Food: -0.35, Fee: 25.00), Student 3 (Food: -0.35, Fee: 50.00), and Student 4 (Food: -0.35, Fee: 25.00). At the bottom, there is a "Total Payment Amount for all Students" field set to 0.00.

Select 1 student at a time. To make a food service payment, click Update Payment Amount button. A box will come up and you can enter the amount you would like to pay for food service. Remember that the food service is for your students to share so you do not need to make a payment in each of your students' accounts. After entering the amount you would like to pay in food service, click the "Update Cart" button at the bottom of the box.

**Online Payment Entry - Single Point of Entry Interface** ◀ Back

Online Payment Entry for User: **YOUR NAME**

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)

**STUDENT 1** Total Payment SALDAJEN000: 0.00

Food Service Payment:  Update Payment Amount Clear Items Balance: -0.35

Fee Management Payment:  Update Payment Amount Clear Items Balance: 25.00

**STUDENT 2**

Food Service Payment:

Fee Management Payment:

**STUDENT 3**

Food Service Payment:

Fee Management Payment:

**STUDENT 4**

Food Service Payment:

Fee Management Payment:

**Update Food Service Payment Amount** ◀ Back

**Update Food Service Payment For STUDENT 1**

Prior Year Balance:

+ YTD Payments:

- YTD Purchases:

Current Balance:

\* Payment Amount:

Update Cart

Asterisk (\*) denotes a required field

In order to pay for each student's fees go to that student and click "Update Payment Amount" button next to "Fee Management Payment". This will show all fees for that student.

**Update Fee Management Payment Amount** ◀ Back

**Update Fee Management Payment For STUDENT 1**

Fees due for student **STUDENT 1** Delete

Due Date ▲	Description	Amount Due	Pay Charge	Pay Amount	Remaining Balance
08/06/2015	REGISTRATION 9-12 2015-2016	25.00	■	0.00	25.00

1 records displayed

Total Payment Amount for Selected Charges:  Update Cart

Click the box for "Pay Charge". This will fill the "Pay Amount" section. This is the amount you wish to pay on the account. Then click "Update Cart" button at the bottom of the box.

### Update Fee Management Payment Amount

Update Fee Management Payment For **STUDENT 1**

Fees due for student **STUDENT 1**

Due Date ▲	Description	Amount Due	Pay Charge	Pay Amount	Remaining Balance
08/06/2015	REGISTRATION 9-12 2015-2016	25.00	<input checked="" type="checkbox"/>	25.00	0.00

1 records displayed

Total Payment Amount for Selected Charges: 25.00

Once you click "Update Cart" you can look at an overview of all your students again to see what has been updated. When you have selected all the payments you wish to make then click "Pay With Vendor" button at the top.

### Online Payment Entry - Single Point of Entry Interface

Online Payment Entry for User: **YOUR NAME**

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

**STUDENT 1** Total Payment : 25.00

Food Service Payment: 0.00  Clear Items Balance: -0.35

Fee Management Payment: 25.00  Clear Items Balance: 25.00

**STUDENT 2** Total Payment : 0.00

Food Service Payment: 0.00  Clear Items Balance: -0.35

Fee Management Payment: 0.00  Clear Items Balance: 25.00

**STUDENT 3** Total Payment : 0.00

Food Service Payment: 0.00  Clear Items Balance: -0.35

Fee Management Payment: 0.00  Clear Items Balance: 50.00

**STUDENT 4** Total Payment : 0.00

Food Service Payment: 0.00  Clear Items Balance: -0.35

Fee Management Payment: 0.00  Clear Items Balance: 25.00

Total Payment Amount for all Students: 25.00

You will then be prompted to verify if you are sure you want to make this payment.

Online Payment Entry - Single Point of Entry Interface - Entity 200 - 05.15.06.00.04 - Google Chrome

<https://skyward.johnsoncreek.k12.wi.us/scripts/wsisa.dll/WService=wsEPlus/sfamaedit021.w?pSubsys=FEE&pVendEntity=:>

### Online Payment Entry - Single Point of Entry Interface

Online Payment Entry for User: **YOUR NAME**

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)

STUDENT 1	Total Payment
Food Service Payment: <input type="text" value="0.00"/> <input type="button" value="Update Payment Amount"/> <input type="button" value="Clear Items"/> Balance: -0.35	<input type="text" value="25.00"/>
Fee Management Payment: <input type="text" value="25.00"/> <input type="button" value="Update Payment Amount"/> <input type="button" value="Clear Items"/> Balance: 25.00	

STUDENT 2	Total Payment
Food Service Payment: <input type="text" value="0.00"/> <input type="button" value="Update Payment Amount"/> <input type="button" value="Clear Items"/> Balance: -0.35	<input type="text" value="0.00"/>
Fee Management Payment: <input type="text" value="0.00"/> <input type="button" value="Update Payment Amount"/> <input type="button" value="Clear Items"/> Balance: 50.00	

STUDENT 3	Total Payment
Food Service Payment: <input type="text" value="0.00"/> <input type="button" value="Update Payment Amount"/> <input type="button" value="Clear Items"/> Balance: -0.35	<input type="text" value="0.00"/>
Fee Management Payment: <input type="text" value="0.00"/> <input type="button" value="Update Payment Amount"/> <input type="button" value="Clear Items"/> Balance: 25.00	

STUDENT 4	Total Payment
Food Service Payment: <input type="text" value="0.00"/> <input type="button" value="Update Payment Amount"/> <input type="button" value="Clear Items"/> Balance: -0.35	<input type="text" value="0.00"/>
Fee Management Payment: <input type="text" value="0.00"/> <input type="button" value="Update Payment Amount"/> <input type="button" value="Clear Items"/> Balance: 25.00	

Total Payment Amount for all Students:

**Submit Payment**

Are you sure you are ready to submit the payment?

Once you click "Yes" then you will be routed to the RevTrak (our online bill pay company) to complete the bill pay. Initially you will need to set up an account with your payment information. Once you have set up an account you can login at any time to pay other fees or food service payments using that login/password combination.

Johnson Creek School District  
Education for Our Future

Welcome to the Web Store

Login

**Browse**  
All Products  
Shopping Cart

**Services**  
\*Web Store Home  
Contact Us  
FAQ  
My Account  
Password Reset  
Policies  
Privacy Policy  
Products

PCI Data Security Certified

POWERED BY  
RevTrak

**Your Shopping Cart**

Thank you for shopping with us! Here are the items you have chosen for purchase. (Your shopping cart, Step 1).

Items:	Price	* Qty	Total	Remove
Skyward Family Access REGISTRATION 9-12 2015-2016 For: STUDENT 1 (000450)	\$25.00	1	\$25.00	X
			<b>Total: \$25.00</b>	

EMPTY CONTINUE SHOPPING GO TO CHECKOUT

**Note:** A service fee will be applied at checkout.

\*Set the Quantity field to zero (0) to remove an item from your cart. Remember to click the **Update Totals** button if you modify quantities. When you are ready for Step 2, click the **Go to Checkout** button.

Johnson Creek School District  
Education for Our Future

Welcome to the Web Store

Login

**Browse**  
All Products  
Shopping Cart

**Services**  
\*Web Store Home  
Contact Us  
FAQ  
My Account  
Password Reset  
Policies  
Privacy Policy  
Products

PCI Data Security Certified

POWERED BY  
RevTrak

**Your Shopping Cart**

**Web Store Customer**

1. Enter your email address.
2. Select if you are a New or Returning Customer. (Returning customers must enter password.)
3. Click the **Continue** button.
4. Follow prompts to complete billing and payment information.
5. New customers will be prompted to create a password. This password is NOT issued by the school.

**Credit/Debit Cards**  
Please use any credit or debit card that has a Discover, MasterCard, or Visa logo. For your protection, the Web Store does not retain credit card information.

Enter your email address:

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

I am a returning customer  
and my password is

CONTINUE

Forgot your password? Click here.