



ONLINE FOOD SERVICE PAYMENTS NOW AVAILABLE!

As a convenience to parents, the Medford Area Public School District now provides parents an easy way to add money to their student's food service account. Online payments can be made into food service accounts through the Skyward Family Access parent portal they currently use. We have contracted with RevTrak, a national credit card payment processor, to provide a secure site for making payments.



Online Payments Are Easy and Convenient!

Parents can make payments online while on their home or work computer, any time of the day. If their student's food service balance is low, it only takes a few minutes to add money to it using their Discover, VISA or MasterCard credit or debit card. Payments are made through the student's Skyward Family Access account. A link to Family Access can be found on the school district's website at <http://www.medford.k12.wi.us>.

To Make Online Payments the parent will need:

- **Discover, VISA or MasterCard (Credit or Debit Card)** – card number & expiration date
- **Skyward Family Access Login and Password**

Payments made through Family Access will immediately be posted to the student's food service account. All credit card statements will show the payment has been made to the Medford School District. There is a \$1.00 convenience fee per transaction.

Please visit the Medford Area Public School District website for future updates.

Medford Area Public School District

124 West State Street

Medford, WI 54451

<http://www.medford.k12.wi.us>



See reverse side for instructions.

Instructions for Making a Payment

- **Login** to Skyward Family Access
- Select “**Food Service**” from General Information menu on the left
- View Balance and select “**Make Online Payment**”
- **Enter payment amount**

Account Information for Bonny R. Achillescr

Prior Year Balance:	\$65.00	Last Payment:	\$0.00
+ YTD Payments:	\$0.00	Last Check:	\$0.00
+ Pending Payments:	\$0.00	Last Payment Date:	07/14/2010
- YTD Purchases:	\$0.00	Key Pad Number:	40499
= Current Balance:	\$65.00		

[Make Online Payment]

Online Payment being made for Bonny R Achillescr

Prior Year Balance: \$65.00
 + YTD Payments: \$0.00
 + Pending Payments: \$0.00
 - YTD Purchases: \$0.00
 Current Balance: \$65.00

* Payment Amount: 20.00

Pay with RevTrak

Back

- Click “**Pay with RevTrak**” (You will be redirected to Medford’s RevTrak Web Store)
- Verify payment amount and select “**Go to Checkout**”
- If a **new customer**, select “**I am a new customer**” and enter your **email address** (You will create a password later)

Your Shopping Cart

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

To continue shopping click here: [Continue Shopping]

Step 1: View Cart	Step 2: Order Info	Step 3: Payment	Step 4: Receipt
Shopping cart contents:	Price	Qty	Total
Skyward Family Access General Fee For: Bonny R Achillescr (653168)	\$100.00	1	\$100.00
Skyward Family Access School Supplies For: Bonny R Achillescr (653168)	\$50.00	1	\$50.00
			Total: \$150.00

Update Totals (U) Empty (E) Go to Checkout (C)

*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.

- If a **returning customer** select “**I am a returning customer**” and enter your **email address** and **password** (*Please Note: the RevTrak password is not the same as the Skyward password and was not issued by the district*)

Your Shopping Cart

Create an account with us, and make reordering a snap!

Enter your email address: test@example.com

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

I am a returning customer and my password is

Sign in using our secure server >

Forgot your password? Click here.

- Select **Sign in**
- Enter your **Billing Information, Payment Information, and create a password** (*Make payment using a Discover, VISA or MasterCard debit or credit card*)

Your Shopping Cart

Create an account with us, and make reordering a snap!

Enter your email address: test@example.com

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

I am a returning customer and my password is

Sign in using our secure server >

Forgot your password? Click here.

Step 1: View Cart	Step 2: Order Info	Step 3: Payment	Step 4: Receipt
Shopping cart contents:	Price	Qty	Total
Skyward Family Access Registration For: Abdullascr, Jona (653097)	\$1,973.90	1	\$1,973.90
Skyward Family Access Yearbook For: Abdullascr, Jona (653097)	\$50.00	1	\$50.00
Skyward Family Access Planner For: Abdullascr, Jona (653097)	\$10.00	1	\$10.00
Skyward Family Access GENERAL FEE For: Abdullascr, Jona (653097)	\$2,000.00	1	\$2,000.00
Skyward Family Access Registration Fee For: Abdullascr, Jona (653097)	\$200.00	1	\$200.00
			Total: \$4,233.90
			Order Total: \$4,233.90

< RETURN TO CART

BILLING INFO:

* First Name: Julia
 * Last Name: Abdullascr
 * Address 1: 123 Main Street
 * City or Province: Anywhere
 * State / Country: MI / United States
 * Zip Code: 12345
 * Telephone: 123-456-7890

ACCOUNT INFO:

* Email Address: test@example.com
 * Password: See Hints
 * Please re-enter password: *****

- Verify information for accuracy and select “**Complete Order**”
- Payment will be processed and **Receipt** can be viewed and printed
- **Logout**
- **NOTE:** To pay for multiple accounts, repeat these instructions for each account.