

## Making an On-line Food Service Payment via Family Access

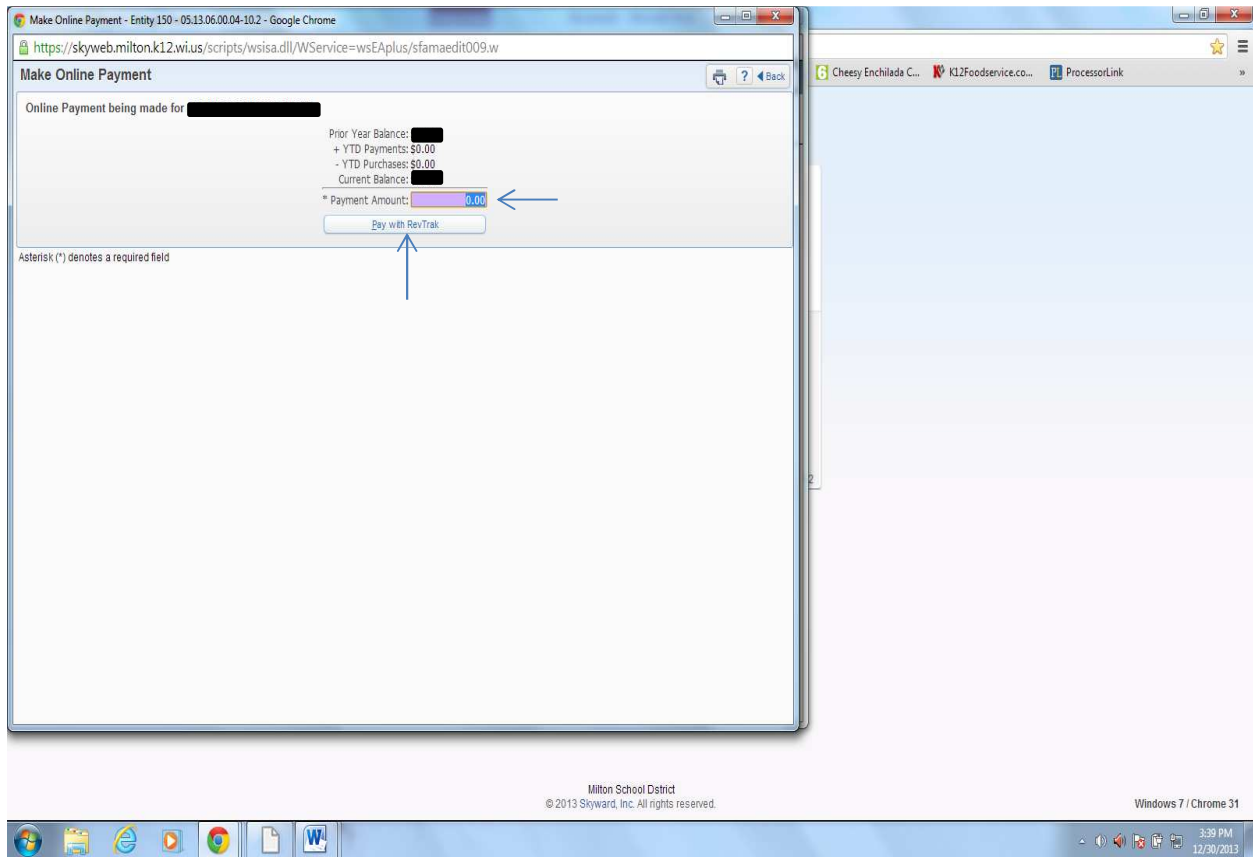
The screenshot shows the Skyward Family Access website interface. The browser address bar displays the URL: <https://skyweb.milton.k12.wi.us/scripts/wsisa.dll/WService=wsEAPlus/sfwmnu01.w>. The page header includes the Skyward Family Access logo and navigation links for Student, School (Northside Intermediate School), Language (English | Spanish), Account Info, Print, and Logout. The main content area is titled 'Food Service' and contains tabs for 'Account Information', 'Payments for', 'All Payments', and 'Purchases'. The 'Account Information' tab is active, showing the following details:

Account Information for [Redacted]	
Lunch Type: PAID	
Prior Year Balance:	[Redacted]
+ YTD Payments:	\$0.00
- YTD Purchases:	\$0.00
= Current Balance:	[Redacted]
Last Payment:	\$0.00
Last Check:	[Redacted]
Last Payment Date:	12/23/2013
Key Pad Number:	[Redacted]

At the bottom of the account information section, there is a 'Make Online Payment' button. A blue arrow points to this button. The left sidebar contains a 'General Information' menu with links for Calendar, Student Information, Gradebook, Message Center, Attendance, Schedule, Food Service, Fee Management, Email Notifications, Health Information, and Login History. A blue arrow points to the 'Food Service' link in this menu. The footer of the page includes 'Milton School District © 2013 Skyward, Inc. All rights reserved.' and 'Windows 7 / Chrome 31'.

- Log into Skyward Family Access via the District website.
- Click on the Food Service link to the right of the page under General Information.
- View Account Information, Payments by Student, All Payments and Purchases by selecting the appropriate tab.
- Click "Make Online Payment" Button
- See Next Page

## Making an On-line Food Service Payment via Family Access



- Select Payment Amount of your choice
- Click "Pay with RevTrak" button
- See Next Page

## Making an On-line Food Service Payment via Family Access

**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: [\[Continue Shopping\]](#)

Items:	Price	Qty	Total
Skyward Family Access Skyward Food Service Payment	\$50.00	1	\$50.00
<b>Total:</b>			<b>\$50.00</b>

[Empty](#) [Go to Checkout](#)

**Note:** A service fee may 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.

- Verify payment amount
- Click "Go to Checkout"
- You will be re-directed to RevTrak
- Provide payment information as prompted and complete transaction
- You will receive a receipt that you can print off and retain for your records when the transaction is successfully completed; You will also receive a confirmation via e-mail
- Verify new current balance and last payment date/amount via Family Access
- Log out of Family Access!

### PLEASE NOTE:

- You will no longer be able to make payments to your family meal account in Fee Management. The process for making on-line payments will not change.
- Milk Break payments are still considered a fee and will still be paid through accessing the Fee Management area.