

# Skyward Family Access Fee Payments



## Log In or Create an Account

- ▶ Visit the **RevTrak®** Web Store.

**Log in or create an account before shopping to expedite your checkout experience.** If you do not have a Web Store account, click *Create New Account*. Your account tracks all orders associated with your email.

You may click outside the login prompt to start shopping, but you must log in or create an account prior to payment.

- ▶ Click **Student Fees** (under *Shop*) or **Family Access** (home slide).
- ▶ Click **Payment Portal**.
- ▶ Provide your **Skyward login ID** and **password**.
- ▶ Click **Log In**.

## Fee Payment

- ▶ To **pay for student fees**, select a student. Next to each fee (optional or required), click the quick pay button. To add the payment to your cart, click **Add Selected to Cart**.
- ▶ Click **Checkout** to proceed to payment.

## Review & Verify Cart

**Verify all information before placing your order. To continue shopping, exit the cart by clicking "X" (top left).**

- ▶ Add a payment method.
- ▶ Verify your billing address and payment method. Click **Edit** next to *Billing* or *Payment Method* if an update is needed.
- ▶ Click **Place Order**.
- ▶ Print the receipt or save as a PDF.

All receipts are kept on record under your Web Store account. To ensure all purchases can be easily tracked, use the same login credentials for each Web Store order.

- ▶ To continue shopping, log into the Web Store.