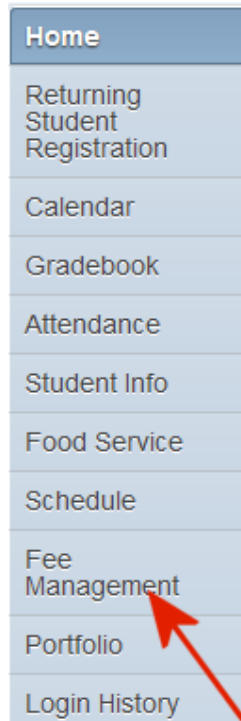# Paying School Fees Through Skyward

Palos School District 118 has implemented a new Fee Management process to streamline paying registration fees, adding funds to food service accounts, purchasing yearbooks, paying for field trips and other district purchases.

You can access the Fee Management module by logging into Skyward Parent Access and clicking Fee Management from the menu bar:

You will see a list of all your children and fees that are due. You can make a payment by clicking the "Make a Payment" link:

Fee Management

Unpaid Balance

Joseph (Palos South Middle School): **258.00**

Joseph (Palos South Middle School)   **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
2019	Wed Mar 21, 2018	Registration 8th Grade Pre June 1st	258.00	0.00	258.00	258.00		

When you click "Make a Payment" you will be redirected to RevTrak website, you can select your name from the drop down menu or you may have to login with your Skyward account. This will tie RevTrak to your Skyward account so you will see the fees for your students:

SKYWARD - PLEASE LOG IN

Skyward Family Access Credentials

Multiple payors found. Select a payor:

Payor Name:

SELECT

Or log in as a new payor:

Skyward Login ID

Skyward Password

LOG IN

After you login, select "PURCHASE FEES":

| PURCHASE FOOD | PURCHASE FEES |

To start, the "Shopping Cart" is empty. You can add items to be cart by clicking "PAY $###.##" then click "ADD SELECTED ITEMS TO CART."

PURCHASE FOOD

ADD SELECTED TO CART

REQUIRED

1x REGISTRATION 2ND GRADE PRE JUNE 1ST DISCOUNT/NEW STUDENT
Due: 6/1/2018 In 55 days

PAY $119.00

OPTIONAL

1x FOUNDATION DONATION   PAY $20.00

1x MILK FOR PALOS EAST EC, PK, KDG STUDENTS   PAY $88.50

1x MPA DONATION   PAY $20.00

1x PFA MEMBERSHIP   PAY $20.00

After adding items to the cart you can add fees for additional children or purchase other items from the store by clicking "CONTINUE SHOPPING":

Clear Cart

REGISTRATION 2ND GRADE PRE JUNE 1ST DISCOUNT/NEW STUDENT
For: Jannat Al Faraheed (290030)

REMOVE $119.00

| SUB TOTAL | $119.00 |
| TOTAL | $119.00 |

CONTINUE SHOPPING   CHECKOUT

When you are done adding items to the cart, click "CHECKOUT" at the bottom of the screen:

Clear Cart

REGISTRATION 2ND GRADE PRE JUNE 1ST DISCOUNT/NEW STUDENT

For:

REMOVE $119.00

FOUNDATION DONATION

For:

REMOVE $20.00

MILK FOR PALOS EAST EC, PK, KDG STUDENTS

SUB TOTAL	$227.50
TOTAL	$227.50

CONTINUE SHOPPING   CHECKOUT

Login with your existing RevTrak account or create a new account. This extra login is to protect your financial information:

Log in to the Web Store

Email

Password

Forgot password?

LOG IN

CREATE NEW ACCOUNT

Fill out the information for E-Check or click "Use Debit/Credit" at the bottom of the screen:

ECHECK

Add an eCheck for a *quicker* checkout experience

Routing number*

Account number*   Re-enter account number*

Name on Account*   Nickname

FOR
⑈1221052771⑈ 6724301068⑈ 2400⑈

Routing Number   Account Number   Check Number

| USE DEBIT/CREDIT | USE ECHECK |

Choose your payment method, you can select an existing card or enter a new one:

CHECKOUT

PAYMENT | VERIFY

ECHECKS

ADD ECHECK

DEBIT/CREDIT CARDS

ADD CARD

CONTINUE

Once you select your payment option, click "PLACE ORDER" to submit payment:

VERIFY

Review & Submit

BILLING
[EDIT]

BILL TO:

PAYMENT METHOD
[EDIT]

MasterCard
....

ITEMS

REGISTRATION 2ND GRADE PRE JUNE 1ST DISCOUNT/NEW STUDENT	$119.00
Quantity: 1 For:	
FOUNDATION DONATION	$20.00
Quantity: 1 For:	
MILK FOR PALOS EAST EC, PK, KDG STUDENTS	$88.50
Quantity: 1 For:	
SUB TOTAL	$227.50
TOTAL	**$227.50**

PLACE ORDER