

# How to Submit Payment for Student Fees Online through Skyward Family Access.

You have the option to pay for fees online. There will be a 4.16% service fee charged at the end of the transaction. If you wish, you may still pay at the school with cash or a check.

## Fee Management

- **Fee Management** – Click on the Fee Management link on the left. You will see the fees that you have paid as well as fees that you still owe. To pay online click on the **Make Online Payment** Option.

### General Information

- Calendar
- Student Information
- Gradebook
- Message Center
- Attendance
- Schedule
- Test Scores
- Fee Management**
- Activities
- Report Cards
- Portfolio
- Email Notifications
- Health Information
- Login History

Unpaid Balance: \$10.00 [refresh]

Make Online Payment

School Year	Ent	Due Date	Billing Description	Amount Charged	Amount Paid	Amount Due	Class
2014	111	07/17/13	STUDENT AGENDA	\$5.00	\$5.00	\$0.00	
2014	111	07/22/13	MAGAZINE	\$5.00	\$5.00	\$0.00	
2014	111	09/04/13	BAND 6	\$10.00	\$0.00	\$10.00	BAND 6
<b>TOTAL</b>				<b>\$20.00</b>	<b>\$10.00</b>	<b>\$10.00</b>	

## Online Payment Entry

- If you have multiple students in the district you will see them all listed here. For the 2013-14 school year all the middle and junior high schools and THCCS are using Fee Management.
- Click on the **Update Payment Amount** link for your student.
- If you have more than one student with the Update Payment Amount option, you may update for each student and pay for them all at one time.

Online Payment Entry - Single Point of Entry Interface

Online Payment Entry for User: [User 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 Name] Total Payment: 0.00  
Fee Management Payment: 0.00 (Insufficient Access)

[Student Name] Total Payment: 0.00  
Fee Management Payment: 0.00 [Update Payment Amount] [Clear Items] Balance Due: 10.00

[Student Name] Total Payment: 0.00  
Fee Management Payment: 0.00 (Insufficient Access)

Total Payment for all Students: 0.00

## Update Fee Management Payment Amount

- The fees at the top of the screen are required by your student's school.
- The fees at the bottom are optional and may be added. To add a fee, select the item and click add. The fee will be moved to the top.
- Click **Update Cart** and **Back** when finished

Update Fee Management Payment Amount

Update Fee Management Payment For: [Student Name]

Fees for student Leslie Samantha Benavides

Due Date	Description	Amount Due	Pay Charge	Pay Amount	Remaining Balance
07/17/2013	ID BADGE & LANYARD	10.00	<input checked="" type="checkbox"/>	10.00	0.00

1 records displayed

Total Payment Amount for Selected Charges: 10.00 [Update Cart]

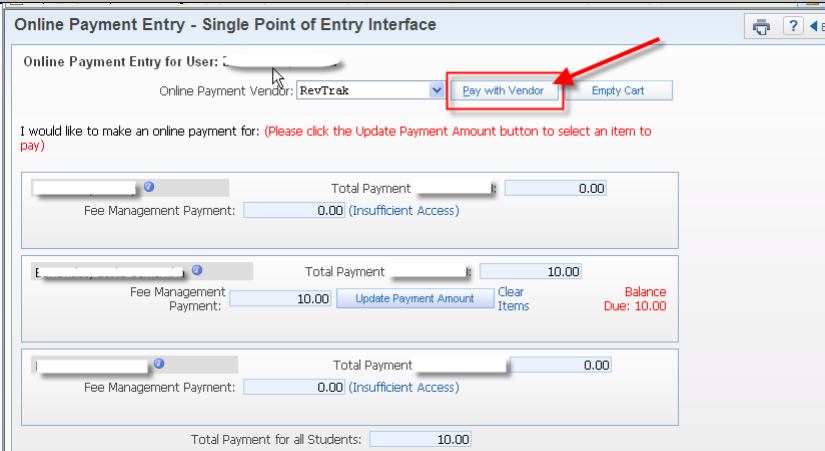
Fees that can be added to this student's account

Description	Amount	Add Fee?	Why would I add this fee?	Ent	Schl Y
PARKING PERMIT	35.00	Add	Bring your Parking Permit form, proof of insurance & your recei	009	2014

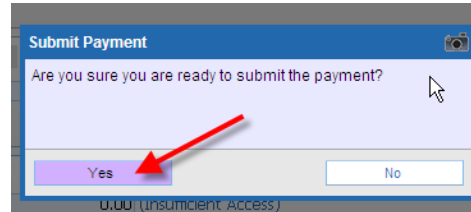
1 records displayed

# Pay with Vendor

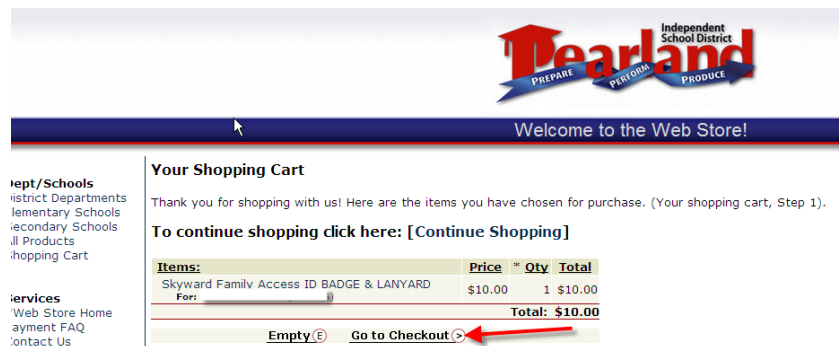
- Click **Pay with Vendor**



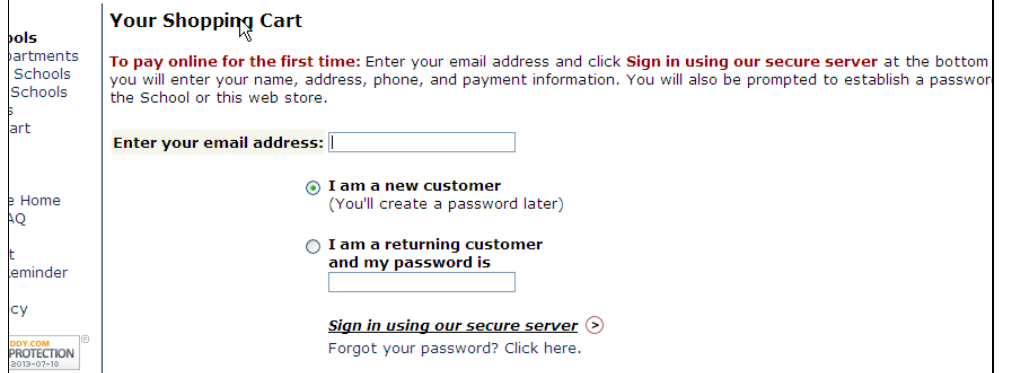
- Prompt for verification you wish to continue, click **YES**



- All of your items will be listed with the TOTAL. Click **Go to Checkout** to continue and pay.



- To pay online for the first time:** You will be asked to enter your **email address** and click **Sign in using our secure server** at the bottom of this page. On the next page, you will enter your name, address, phone, and payment information. You will also be prompted to create a password.
- If you are a returning customer:** Select "I am a returning customer" and enter email address and password. (If you forgot your password, click on the "forgot password" link and enter your email address to retrieve it).



- Verify order, enter Billing Information and click on **Continue**

Welcome to the Web Store

### Your Shopping Cart

Welcome to Checkout! Please fill out the basic information needed to finalize your order. Thank You!  
Completed payments are instantly available to view on the [My Account](#) page under the [Services](#) menu.

Items:	Price	Qty	Total
Skyward Family Access ID BADGE & LANYARD	\$10.00	1	\$10.00
<b>Total:</b>			<b>\$10.00</b>
<b>Service Fee:</b>			<b>\$0.42</b>
<b>Order Total:</b>			<b>\$10.42</b>

[RETURN TO CART](#)

#### BILLING INFO:

First Name:       Last Name:  
 Address 1:       Address 2:  
 City:       State:       Country:  
 Pearland, TX       United States  
 Zip Code:       Telephone:  
 77564

- Enter Credit Card Information and click on **Verify My Info**

### Your Shopping Cart

**Order Total: \$10.42**

Customer Info  
 Pearland, TX 77584

Credit Card Payment Info

Pay with a previously used credit card

WFC xxxxxxxxxxxx9954

Pay with a different credit card

Credit Card Number:       Cardholder Name:       Expires:  Month  Year   
 Nickname (Optional):

Save this card

- Verify your Shopping Cart and Credit Card Information is correct. Click on **Complete Order**.

### Your Shopping Cart

Items	Price	Qty	Total
Skyward Family Access ID BADGE & LANYARD	\$10.00	1	\$10.00
<b>Total:</b>			<b>\$10.00</b>
<b>Service Fee:</b>			<b>\$0.42</b>
<b>Order Total:</b>			<b>\$10.42</b>

Customer Info  
 Pearland, TX 77584

Credit Card Payment Info

Credit Card Number:       Name On Card:       Expires:  03/15      Card Type:  Visa  
 Nickname for Accounts:

- Save and/or Print your Receipt.

### Pearland ISD

THANK YOU FOR YOUR ORDER! Please SAVE and/or [PRINT](#) this page for your records.

7/19/2013 8:13:04 PM		ORDER ID: <input type="text"/>	
BILL TO		SHIP TO	
<input type="text"/> Pearland, TX 77584		<input type="text"/> Pearland, TX 77584	

SKU	Product	Status	Carrier	Tracking #	Price	Qty	Total
ID BADGE	Skyward Family Access ID BADGE & LANYARD	Completed	Digital		\$10.00	1	\$10.00
<b>Sub-Total:</b>						<b>\$10.00</b>	
<b>Service Fee:</b>						<b>\$0.42</b>	
<b>Grand Total:</b>						<b>\$10.42</b>	

**PAYMENT INFO**

TYPE:  Visa

NAME ON CARD:

CARD NUMBER:  xxxxxxxxxxxx

To continue shopping, please click here.  
To logout, please click here.

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