

11-24-14

For your convenience, effective December 1st Wisconsin Rapids Public Schools will be adding a Fee Management area to Skyward Family Access. This will allow you to view school fee activity that relates to your child including charges and payments of Book and Material Fees, Library Fines, Course Fees, and other miscellaneous fees and fines. You can make payment on the fees/fines by sending a check or cash to the school office or you can make an online payment using a Discover, MasterCard, or VISA credit or debit card through our payment vendor RevTrak. The online payment feature will allow you to make a payment on multiple fees and

for multiple students with one transaction. If using the online payment feature, there will be a 3.61% service fee added at checkout.

To view the Fee Management area, log into Family Access and click on <u>Fee Management</u>. From here you will be able to view fees/fines and payments for your students and make a payment.

Home						
Opling	Unpaid B	Balance				
Enrollment Verification	Emily: 0.	00				
Calendar	Emi V	iew Fees View Payr	nents View Totals N	lake a Payment	Add a Fee	
Gradebook	School Year	Due Date	Fee Description	Amount Charged	Amount Paid	Amount Due
Attendance	2015	Tue Sep 2, 2014	Book/Material F	45.00	45.00	0.00
Student Info	2015	Tue Sep 2, 2014	Parking Permit	25.00	25.00	0.00
Schedule						
Discipline						
Fee Managemen	t					



On the <u>View Fees</u> screen you will see fees that were charged this year and any outstanding fees from previous years.

On the <u>View Payments</u> screen you will see any payments that have been made so far this school year. You can click on the printer icon at the end of the line to print a receipt of the payment.

You can send cash or check to your school office to cover any outstanding fees or follow the instructions on the reverse side to make an online payment.

To make an online payment:

- Click on Make a Payment
- Update **Payment Amount** for multiple students
- Update Cart
- Follow prompts
- Select Pay with Vendor (you will be redirected to your sho
- Double check fees in cart, and click "Go to Checkout" if all • PLEASE NOTE: If adjustments need to be made to your
 - Please "Empty" your shopping cart
 - Sign out of Family Access
 - Sign back in to Family Access to start over

DO NOT USE BACK BUTTON TO MAKE ADJUSTMENTS

- When all fees are in shopping cart, click "Go to Checkout" •
- If you are a new customer, select "I am a new customer." Enter your email address and "Sign In." If you are a returning customer, select "I am a returning customer." Enter your email address, password, and select "Sign In."
- Enter your billing and payment information. Create a password if required.
- Verify information for accuracy and select "Complete • Order."
- Payment will be processed and Receipt can be viewed and ٠ printed. A copy of your receipt will also be sent to the email address provided during account set up.
- Logout (A logout link can be found under My Account)

ppi	ng cart in the Web Store)		
fee	s are correct		
r pa	ayment in Family Access:		
	Your Shopping Cart		
	Create an account with us, and make reordering a snap!		
er	Enter your email address:		
	 I am a new customer (You'll create a password later) 		
	 I am a returning customer and my password is 		

Total Payment OATLELEI000:

0.00 Update Payment Amount Clear Items

0.00 Update Payment Amount Clear Items

0.00 Update Payment Amount Clear Items

Fee Management Payment: 0.00 Update Payment Amount Clear Items

Pay with Vendor Empty Cart

0.00

Sign in using our secure server (>)

Forgot your password? Click here.

Dutan	<u></u>	T-4-1
Price	Qty	lotal
\$90.00	1	\$90.00
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See Hints nter passv	word:	
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If you have any questions on the Fee Management area in Skyward, please contact your school office.

Online Payment Entry for User: Oatleyscr, Nieves S Online Payment Vendor: RevTrak I would like to make an online payment for: Total Payment OA TLEBON000: 0.00 OATLEYSCR, BONG N Food Service Payment: 0.00 Update Payment Amount Clear Items Fee Management Payment: 0.00 Update Payment Amount Clear Items Oatleyscr, Hector O 🥥 Total Payment OATLEHEC000: 0.00

Online Payment Entry - Single Point of Entry Interface

Food Service Payment:

Food Service Payment:

Fee Management Payment:

Oatleyscr, Leilani L 🥥