

# HOW TO CHECK YOUR FOOD SERVICE BALANCE:

## 1. Login to Skyward - All Areas

SKYWARD®  
SAN JUAN ISLAND SCHOOL DISTRICT  
SAN JUAN ISLAND S.D. #149

Login ID:   
Password:   
  
[Forgot your Login/Password?](#)  
05.16.06.0

Login Area: All Areas ▼

## 2. Select Employee Access by clicking on the drop-down arrow next to the home button

Employee Access - 05.18.06.00.11-11.7

SKYWARD® SAN JUAN ISLAND SCHOOL DISTRICT

Home Employee Information Time Off

Employee Access

## 3. Click on Employee Information

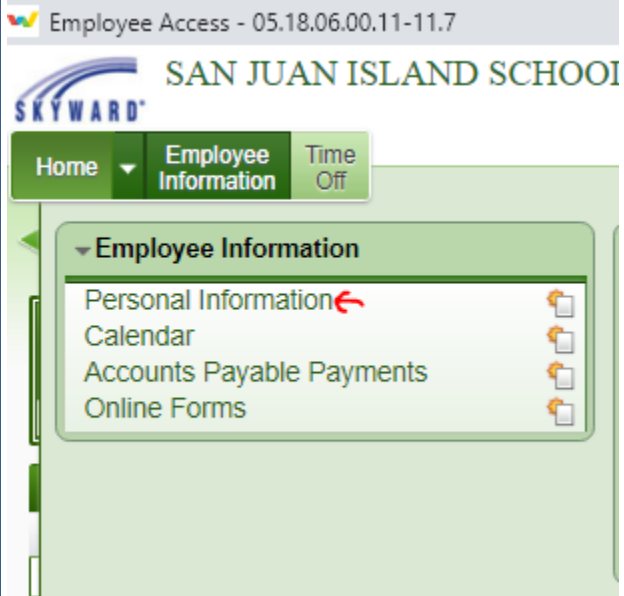
Employee Access - 05.18.06.00.11-11.7

SKYWARD® SAN JUAN ISLAND SCHOOL DISTRICT

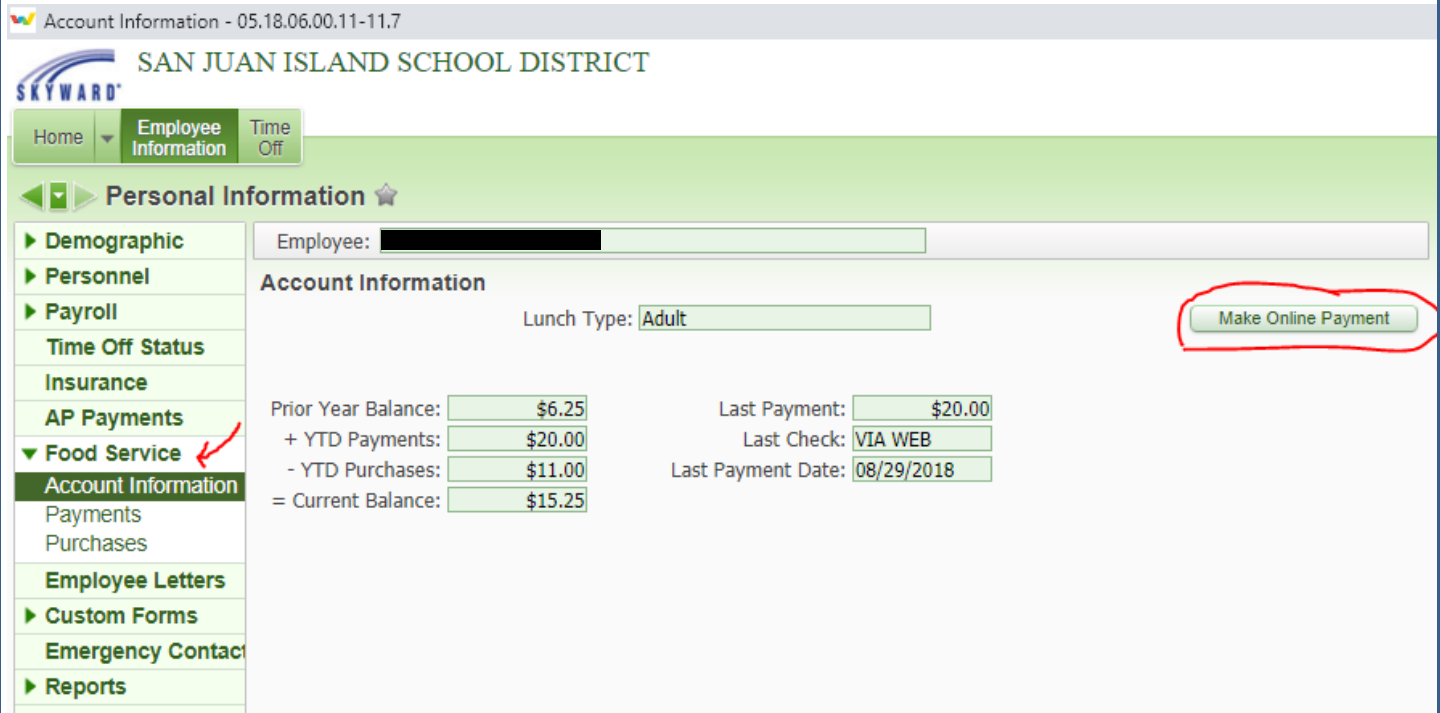
Home Employee Information Time Off

Employee Access

#### 4. Click on Personal Information



#### 5. On the left, under the Food Service heading, select Account Information. From here, you can access account info and make Online Payments.



# HOW TO MAKE AN ONLINE PAYMENT:

## 1. Click Make Online Payment

Account Information - 05.18.06.00.11-11.7

**SKYWARD** SAN JUAN ISLAND SCHOOL DISTRICT

Home Employee Information Time Off

Personal Information

Demographic Personnel Payroll Time Off Status Insurance AP Payments **Food Service** Account Information Payments Purchases Employee Letters Custom Forms Emergency Contact Reports

Employee: [REDACTED]

**Account Information**

Lunch Type: Adult

Make Online Payment

Prior Year Balance:	\$6.25	Last Payment:	\$20.00
+ YTD Payments:	\$20.00	Last Check:	VIA WEB
- YTD Purchases:	\$11.00	Last Payment Date:	08/29/2018
= Current Balance:	\$15.25		

## 2. Pop-up 'Online Payment Entry - Single Point Entry Interface'

Online Payment Entry - Single Point of Entry Interface

Online Payment Entry for User: [REDACTED]

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)

[REDACTED]	Total Payment	[REDACTED]	0.00	
Food Service Payment:	0.00	Update Payment Amount	Clear Items	Balance: 0.00

Total Payment Amount: 0.00

### 3. Click on Update Payment Amount

Online Payment Entry - Single Point of Entry Interface Print ? Back

Online Payment Entry for User: [REDACTED]

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)

[REDACTED]	Total Payment	[REDACTED]	0.00
Food Service Payment:	0.00	<b>Update Payment Amount</b>	Clear Items

Balance: 0.00

Total Payment Amount: 0.00

### 4. Enter your payment amount then click update cart.

- YTD Purchases:	0.00
Current Balance:	0.00
* Payment Amount:	0.00

**Update Cart**

risk (\*) denotes a required field

### 5. Select Pay with Vendor (RevTrak is our only vendor)

Online Payment Entry for User: [REDACTED]

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)

[REDACTED]	Total Payment	[REDACTED]	5.00
Food Service Payment:	5.00	<b>Update Payment Amount</b>	Clear Items

Balance: 0.00

Total Payment Amount: 5.00

### 6. Confirm you are ready to submit the payment.

**Submit Payment**

Are you sure you are ready to submit the payment?

**Yes** No

7. You will be re-directed to the RevTrak Web Store. Click Go to Checkout.

**Welcome to the Web Store**

**Your Shopping Cart**

Thank you for shopping with us! Here are the items you have chosen for purchase. (Your shopping cart is empty)

<b>Items:</b>	<b>Price</b>	<b>Qty</b>	<b>Total</b>	<b>Remove</b>
Skyward Family Access Skyward Food Service Payment For: [REDACTED]	\$5.00	1	\$5.00	
			<b>Total: \$5.00</b>	

8. If you are a new customer, you will create a new account. \*

NOTICE \*SJISD does not have access to this information. RevTrak is a 3<sup>rd</sup> party payment processing service. SJISD does not have access to your password or any information. Please contact RevTrak to retrieve password information.

**Welcome to the Web Store**

**Your Shopping Cart**

Create an account with us, and make reordering a snap!

Enter your email address:

**I am a new customer**  
(You'll create a password later)

**I am a returning customer and my password is**

[Forgot your password? Click here.](#)

## 9. Enter or confirm your billing information.

### Welcome to the Web Store

Welcome, Eli:

#### Your Shopping Cart

Welcome to Checkout! Please fill out the basic info needed to finalize your order. Thank You!

<u>Items:</u>	<u>Price</u>	<u>Qty</u>	<u>Total</u>
Skyward Family Access Skyward Food Service Payment For: ██████████	\$5.00	1	\$5.00
			<b>Total: \$5.00</b>
			<b>Order Total: \$5.00</b>

[< RETURN TO CART](#)

#### BILLING INFO:

<p>* First Name: <input type="text" value="██████████"/></p>	<p>* Last Name: <input type="text" value="██████████"/></p>
<p>* Address 1: <input type="text" value="██████████"/></p>	<p>Address 2: <input type="text"/></p>
<p>* City: <input type="text" value="Friday Harbor"/></p>	<p>* State: <input type="text" value="WA"/> * Country: <input type="text" value="United States"/></p>
<p>* Zip Code: <input type="text" value="98250"/></p>	<p>* Telephone: <input type="text" value="██████████"/></p>

[CONTINUE](#)

\*Required field

10. Select 'Pay with Credit Card' OR enter eCheck payment info.

## Welcome to the Web Store

### Your Shopping Cart

Cart			
<u>Items</u>	<u>Price</u>	<u>Qty</u>	<u>Total</u>
Skyward Family Access Skyward Food Service Payment	\$5.00	1	\$5.00
<input type="checkbox"/> For: [REDACTED]			
			<b>Total: \$5.00</b>
			<b>Order Total: \$5.00</b>

Customer Info

[REDACTED]  
[REDACTED]  
Friday Harbor, WA 98250

**PAY WITH A CREDIT CARD**

eCheck Payment Info

**Please enter account info:**

Routing Number:  Account Number:  Re-enter Account Number:

Name on Account:  Nickname (Optional):

**FOR** \_\_\_\_\_

⑆ 221052??⑆ 6724301068⑈ 2400⑈

Routing Number      Account Number      Check Number

Save this account

**CANCEL**

**VERIFY INFO**

11. Enter Credit Card info or Choose to pay with eCheck. Choose to save card if desired. Then Click Verify Info.

### Your Shopping Cart

Cart

Items	Price	Qty	Total
Skyward Family Access Skyward Food Service Payment	\$5.00	1	\$5.00
<input type="checkbox"/> For: [REDACTED]			
			<b>Total: \$5.00</b>
			<b>Order Total: \$5.00</b>

Customer Info

[REDACTED]  
[REDACTED]  
Friday Harbor, WA 98250

**PAY WITH eCHECK**

Credit Card Payment Info

Credit Card Number:

Cardholder Name:

Expires:

Nickname (Optional):

Save this card

**CANCEL**

**VERIFY INFO**



## 12. Click Complete Order

### Your Shopping Cart

Cart			
Items	Price	Qty	Total
Skyward Family Access Skyward Food Service Payment	\$5.00	1	\$5.00
<input type="checkbox"/> For: [REDACTED]			
			<b>Total: \$5.00</b>
			<b>Order Total: \$5.00</b>

Customer Info

[REDACTED]

[REDACTED]

Friday Harbor, WA 98250

Credit Card Payment Info

Credit Card Number: **xx8995**      Name On Card: [REDACTED]      Expires: **07/18**      Card Type: **Visa**

Nickname for Account:

[CANCEL](#)

[COMPLETE ORDER](#)

## 13. You can then print or save your order confirmation

### San Juan Island School District #149

THANK YOU FOR YOUR ORDER! Please **SAVE** and/or **PRINT** this page for your records.

8/30/2016 5:04:32 PM	ORDER ID: 10318002
BILL TO	SHIP TO
[REDACTED] Friday Harbor, WA 98250	[REDACTED] Friday Harbor, WA 98250

SKU	Product	Status	Carrier	Tracking #	Price	Qty	Total
FOOD	Skyward Family Access Skyward Food Service Payment	Completed	Digital		\$5.00	1	\$5.00
							<b>Sub-Total: \$5.00</b>
							<b>Grand Total: \$5.00</b>

PAYMENT INFO	
TYPE	Visa
NAME ON CARD	[REDACTED]
CARD NUMBER	xxxxxxxxxxxx8995

To continue shopping, please click [here](#).  
To logout, please click [here](#).