



N O W A V A I L A B L E ! ONLINE PAYMENTS FOR FOOD SERVICE

As a convenience to parents, the Public Schools of Calumet, Laurium & Keweenaw now provides parents an easy way to add money to their child's food service account. Online payments can be made into food service accounts through the Skyward Family Access parent portal they currently use. We have contracted with RevTrak, a national credit card payment processor, to provide a secure site for making payments.



Online Payments Are Easy And Convenient!

Parents can make online payments from home or work, 24/7. If their child's food service balance is low, it only takes a few minutes to add money to it using their VISA or MasterCard credit or debit card. Payments are made through the student's Skyward Family Access account.

To make online payments:

- Visit our district website <http://www.clkschools.org/>
- Click on Food Service.
- Click on, "Online Payments"
- Log in to **Skyward Family Access** (you will need your Login and Password)
- Use your **MasterCard** or **VISA (Debit or Credit Card)**

Payments made through Skyward Family Access will immediately be posted to the student's food service account. A \$1.50 fee will be applied at checkout for the convenience of making your online payment.

Please visit the Public Schools of Calumet, Laurium & Keweenaw website for future updates.

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Please see reverse side for detailed online payment instructions.

Family Access Meal Payment Instructions

- **Login** to Skyward Family Access
- Select “**Food Service**” from “General Information” menu on the left
- View Balance and select “**Make Online Payment**”
- **Enter payment amount** and select “**Pay with RevTrak**”
- Verify payment amount and select “**Go to Checkout**”
- If a **new customer**, select “**I am a new customer**” and enter your **email address**. If a **returning customer** select “**I am a returning customer**” and enter your **email address** and **password**. Select **Sign in**.

The screenshot shows the 'Your Shopping Cart' page. On the left is a navigation menu with 'Browse' (All Products, Shopping Cart) and 'Services' (Home, Contact Us, My Account, Password Reminder, Policies, Privacy Policy, Products). Below the menu are security logos: 'Verified Secure', 'HACKER SAFE TESTED DAILY - 21-JAN', and 'Powered by RevTrak'. The main content area is titled 'Your Shopping Cart' and includes a prompt to 'Create an account with us, and make reordering a snap!'. It features an email address input field with 'scramble10194@done.cc' and two radio button options: 'I am a new customer (You'll create a password later)' and 'I am a returning customer and my password is' followed by a password input field. A 'Sign in using our secure server' link with a right arrow and a 'Forgot your password? Click here.' link are also present.

- Enter your **Billing Information, Payment Information, and create a password**

The screenshot shows the checkout process. At the top, there are four steps: 'Step 1: ViewCart', 'Step 2: Billing' (highlighted in red), 'Step 3: Shipping', and 'Step 4: Receipt'. Below the steps is a table for 'Shopping cart contents:' with columns for 'Price', 'Qty', and 'Total'. The table contains one item: 'Skyward Food Service Payment' with a price of '\$50.00', a quantity of '1', and a total of '\$50.00'. A 'Total: \$50.00' is displayed at the bottom right of the table. A '< RETURN TO CART' link is located below the table. Below the table is the 'BILLING INFO:' section with the following fields: First Name (Glory), Last Name (Birosscr), Address 1 (1679 Scramble avenu), Address 2, City or Province (Nowhere), State / Country (IL / United States), Zip Code (55555), and Telephone ((555) 028-7082). Below the billing info is the 'PAYMENT INFO:' section with the following fields: Credit Card Number (4111111111111111), Cardholder Name (as printed on card) (Glory Birosscr), Payment Type (Visa), and Expires (11 / 2010).

- Verify information for accuracy and select “**Complete Order**”
- Payment will be processed and **Receipt** can be viewed and printed.
- **Logout**