Making Food Service payments through e~Funds for Schools from Family Access

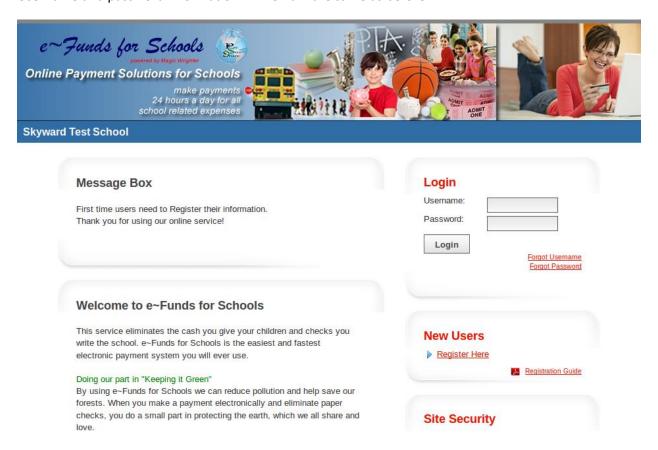
Once logged in to Skyward Family Access, click the "Food Service" link. Then, follow below:



The current balance displayed is as up-to-date as the most recent update.

Once you are logged into Family Access you can select the Make Online Payment option, below the account information for your student.

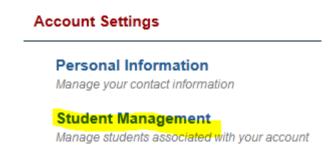
This will open up a separate window where you can log into your e~Funds for Schools account. Username and password information will remain the same as before.



After you are logged in you will be able to select the **Make a Payment** option from the Home page in the upper left hand corner.



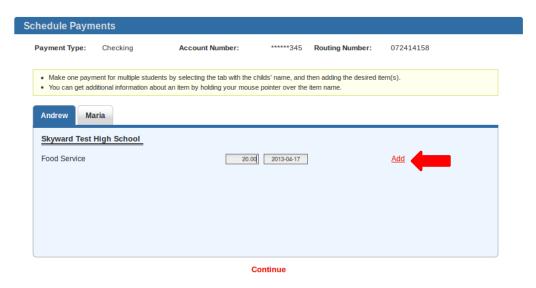
At the next screen you will see the students that are associated with your e[~]Funds for Schools account. If you do not have students associated, you will need to use the *Student Management* option under the Account Settings menu to add them to your account before submitting a payment.



**If you do not have your student number from Skyward, please email through the customer service link at the bottom of the e~Funds for Schools page, and we can provide this to you.



After your students are attached you will view a screen where you can add the payment amount to each student that you would like to pay for. You can now submit a payment for more than one student in one transaction to avoid paying additional convenience fees.

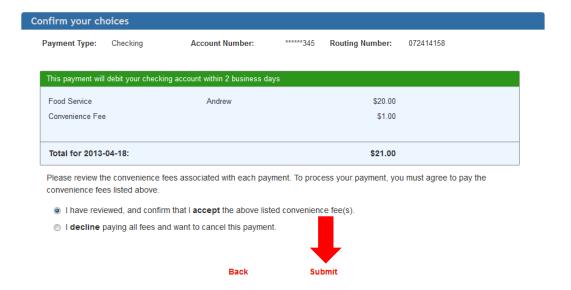


After entering the dollar amount, you will need to select Add

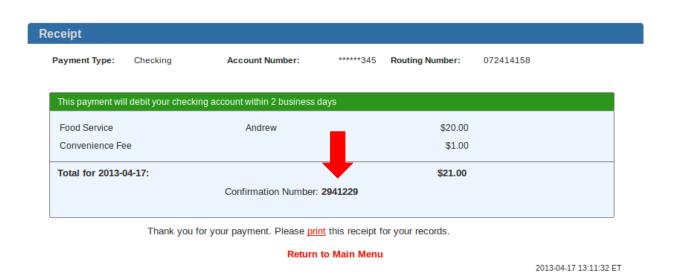


Then select Continue

The last page that you will view before the payment is submitted, you will need to agree to the charges listed and then select submit



Next you will receive a confirmation page with a number. This page can be printed. If you have selected to receive payment notifications by email, you will receive a notice of this payment to your email address that is associated with your e~Funds for Schools account.



You can then select to return to the Main Menu and log out of your e~Funds for Schools account and close that window.

This payment will show in Family access under the **Pending Payments** once you have clicked the Refresh option in the Account Information tab