Skyward Food Online Payment Guide



Log In or Create an Account





Log in or create an account before shopping to expedite your checkout experience. You may click outside the login prompt to proceed to shopping, but must log in or create an account prior to submitting your payment.

- Visit the **RevTrak®** Web Store.
- Existing Web Store customers must provide the **email** and **password** used to make payments in previous visits.

If you do not have a Web Store account, click *Create New Account*. Your account will track all purchases associated with your email and expedite checkout.

- Click **Log In** (existing) or **Create Account** (new) to begin.
- Click Family Access and Payment Portal.
- Provide your **Skyward Login ID** and **Skyward Password**.

Add Food Service Payments



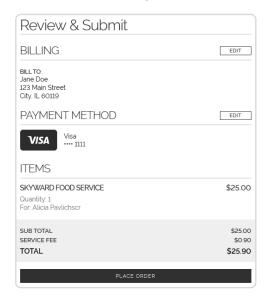
- Click Food Accounts.
- ► Enter a custom amount or select a quick-pay button.
- Click Add to Cart.

Checkout to complete the transaction or continue to add Skyward or Web Store items (if offered). To continue shopping, click outside of the Cart window.

Skyward Food Online Payment Guide (cont'd)



Review & Verify Cart



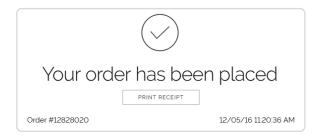
Verify all information before placing your order. To exit the cart and continue shopping, click the "x" in the top left.

Add a payment method.

You may save this to your Web Store account. RevTrak adheres to the highest level of PCI Certification to ensure your data's security.

- ► Verify your billing address. Click **Edit** next to *Billing* or *Payment Method* if an update is needed.
- Review your items.
- Click Place Order.

View/Print Receipt



- Review your order confirmation page.
- Print or save your receipt as a PDF.

All receipts are kept on record under your Web Store account. To ensure all purchases can be easily tracked, use the same login credentials for each Web Store order.

To continue shopping, log into the Web Store.