



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

As a convenience to parents, West Valley School District now provides an easy way to add money to students' food service accounts online through the Skyward Family Access parent portal. 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 anywhere, 24/7. If a child's food service balance is low, it only takes a few minutes to add money to it using VISA or MasterCard credit or debit card.

To make online payments:

- Visit our district website www.wvsd.com
- Click on **your child's school** and click on "Skyward Family Access"
- Log in to **Skyward Family Access**
- Enter your **MasterCard** or **VISA (Debit or Credit Card)** information

Payments made through Skyward Family Access will immediately be posted to the student's food service account.

Please visit the West Valley School District web site for future updates.

West Valley School District
2805 N. Argonne Rd
Spokane, WA 99212
<http://www.wvsd.com>



Please see reverse side for detailed online payment instructions.

Family Access Meal Payment Instructions

- **Log in** to Skyward Family Access
- Select “**Food Service**” from “General Information” menu on the left
- 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), 'Services' (Home, Contact Us, My Account, Password Reminder, Policies, Privacy Policy, Products), and security logos (VeriSign, Hacker Safe, 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!'. Below this is a form to 'Enter your email address:' with the value 'scramble10194@done.co'. There are 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' (with a password field containing '*****'). A link for 'Sign in using our secure server' 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), '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 shows one item: 'Skyward Food Service Payment' for \$50.00, with a quantity of 1 and a total of \$50.00. Below the table is a link to 'RETURN TO CART'. The 'BILLING INFO:' section contains fields for First Name (Glory), Last Name (Biosscr), Address 1 (1679 Scramble avenue), City or Province (Nowhere), Zip Code (55555), Address 2, State / Country (IL / United States), and Telephone ((555) 028-7082). The '* PAYMENT INFO:' section contains fields for Credit Card Number (4111111111111111), Cardholder Name (Glory Biosscr), Payment Type (Visa), and Expires (11 / 2010).

- Verify information for accuracy and select “**Complete Order**”
- Payment will be processed and the **receipt** can be viewed and printed.
- **Log out**