

## Online Bill Pay

Log into your [Skyward Family Access](#).

<https://www.marshfieldschools.org/families>, click on the Skyward icon



Select **“Fee Management”** on the left of the screen (1)

Each of your students will be listed with their associated fees.

Select one student at a time. Click **“Make a Payment”** (2)

School Year	Due Date	Fee Description	Amount Charged	Amount Paid	Amount Due	Remaining Due	Payor Name	Pay Plan ID
2019	Wed Jun 6, 2018	Resale Band Fees: DRUM STICKS	10.00	0.00	10.00	10.00	Student	
2019	Mon Aug 6, 2018	MATERIALS USE FEE	35.00	35.00	0.00	0.00	Student	

After Clicking **“Make a Payment”** you will see the balance in both **Food Service** and **Fee Management** (3).

To make a **Food Service** payment, Click **“Update Payment Amount”** (4).

Online Payment Entry - Single Point of Entry Interface

Online Payment Entry for User: Parent

Online Payment Vendor: RevTrak

I would like to make an online payment for: (Please click the Update Payment Amount button to select an item to pay)

Student	Total Payment	Student	Balance
Food Service Payment: 0.00	Update Payment Amount	Clear Items	Balance: 23.25
Fee Management Payment: 0.00	Update Payment Amount	Clear Items	Balance: 10.00
			3.

Total Payment Amount for all Students: 0.00

A box will appear enter the amount you would like to pay for **Food Service\*** in **“Payment Amount”** (5).

*\*Remember, your food service account is for your students to share. You do not need to make a payment in each of your student’s accounts, unless your student has a different payor.*

After entering the **“Payment Amount”** you want to apply, click **“Update Cart”** (6). This box should close, and you will return to the **“Online Payment Entry: Single Point of Entry Interface”** Screen

Update Food Service Payment Amount

Update Food Service Payment For Student

Prior Year Balance: 23.25

+ YTD Payments: 0.00

- YTD Purchases: 0.00

Current Balance: 23.25

\* Payment Amount: 10.00

6. Update Cart

Asterisk (\*) denotes a required field

To pay student fees (these are not linked with Food Service) click **“Update Payment Amount”** (7) next to **Fee Management Payment**. This will display the selected students’ fees (not including Food Service) (8).

Checkmark the **“Pay Fee”** box by clicking it (9). This will autofill the **“Payment Amount”**. The **“Payment Amount”** is the amount you wish to pay on the account.

Click **“Update Cart”** at the bottom of the box (10).

After you click **“Update Cart”** (10) you can review all your students to see what has been added to pay.

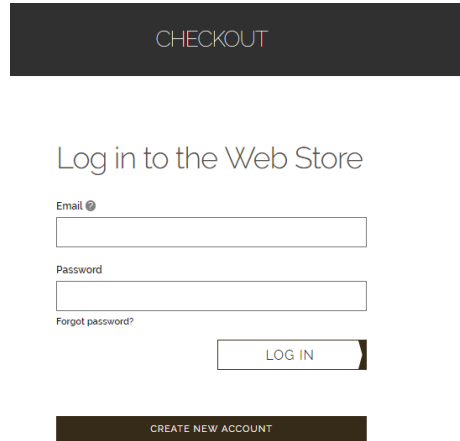
When you have completed selecting payments for your students and adding them to your cart. Click **“Pay with Vendor”** (11).

You will be prompted to verify you are sure you want to make this payment.

After you click **“Yes”**, you will be directed to RevTrak (online bill pay) to complete the payment. Initially, you will need to set up an account with your payment information. Once you set up your account, you can use your login/password in the future to complete transactions.

If you already have an account, you can log in from the first screen you are directed to using your login/password combination.

If you need to create an account, click “Create New Account” on the bottom of the page



CHECKOUT

Log in to the Web Store

Email

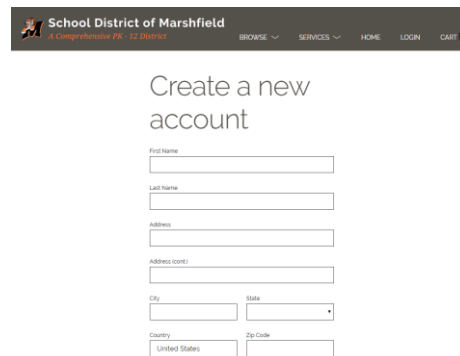
Password

[Forgot password?](#)

LOG IN

CREATE NEW ACCOUNT

To create a new account, fill out the information requested and submit



School District of Marshfield  
A Comprehensive PK - 12 District

BROWSE SERVICES HOME LOGIN CART

Create a new account

First Name

Last Name

Address

Address code

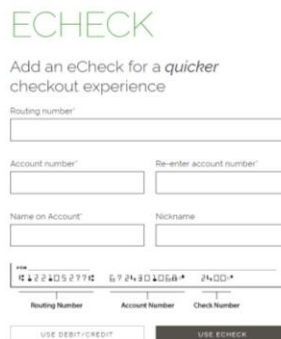
City  State

Country  Zip Code

United States

Once you are logged in, you will be prompted to pay by ECHECK. If you would like to pay this way fill out the requested information and click “Use Echeck”.

If you prefer to use a debit/credit card, do not fill out Echeck information, click “Use Debit/Credit”



ECHECK

Add an eCheck for a *quicker* checkout experience

Routing number

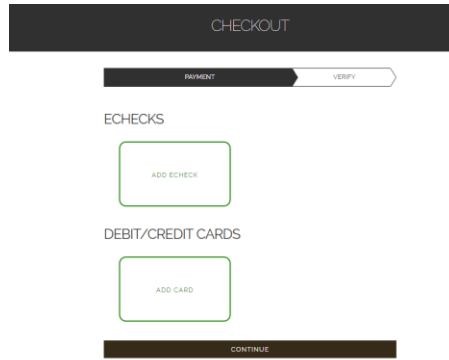
Account number  Re-enter account number

Name on Account  Nickname

Routing Number Account Number Check Number

USE DEBIT/CREDIT USE ECHECK

If you click “Use Debit/Credit” you will be directed to a payment screen with two options to verify your selection. Click “Add Card” under “Debit/Credit Cards”, click “Continue”.



Fill out the requested card information, click “Continue”

CHECKOUT

PAYMENT VERIFY

ADD CARD

DISCOVER

card number\*  name\*

expiration\*  Month  Year  nickname

SAVE CARD

CANCEL CONTINUE

After you click “Continue” you will be directed to a verify screen. Make sure your information is correct and click “Place Order”

CHECKOUT

VERIFY

Review & Submit

BILLING

BILL TO:  
Parent Name  
123 Ex. Street  
Marshfield, WI 54449

PAYMENT METHOD

MasterCard  
\*\*\*\*\*1234

ITEMS

SKYWARD FOOD SERVICE PAYMENT  
Quantity: 1  
For: Student Name

SUB TOTAL	\$10.00
SERVICE FEE	* \$0.36
TOTAL	*\$10.36

\*These amounts are intended for example purposes only

After you click “Place Order” you will get an order confirmation screen. Here you can print your receipt if you would like.



Your order has been placed

[PRINT RECEIPT](#)

Order #20000005 12/13/18 10:09:56 AM

**BILLING**  
Parent Name  
123 Ex. Street  
Marshfield, WI 54449

**ITEMS**  
SKYWARD FOOD-SERVICE PAYMENT \$10.00  
Quantity 1  
Person  
For Student Name  
**SUB TOTAL** \$10.00  
**SERVICE FEE** \$0.36  
**TOTAL** \$10.36

**PAYMENT**  
Cardholder name Parent Name  
Number \*\*\*\*1234  
Type MasterCard  
Authorization 000001  
Receipt Number 10000

You are done!