



# WITTENBERG-BIRNAMWOOD School District

## ONLINE FOOD SERVICE PAYMENTS

For your convenience, the Wittenberg-Birnamwood School District has contracted with RevTrak, a national credit card payment processor, to provide you a simple, secure, and convenient way of making online payments for your families food service account. Parents register through the Skyward Family Access parent portal, and then pay online with VISA, MasterCard, or Discover credit or debit cards. Our Web Store accepts payments over the internet 24/7. **Please Note: A single \$2.00 convenience fee will be added at checkout.**

### To make an online payment follow these simple steps:

- Visit our website at <http://www.wittbirn.k12.wi.us/>
- Under the Families heading on the top of the screen and click on **Skyward Family Access**. You will then be redirected to the parent portal.
- **Log in** to Skyward Family Access (contact the building secretary if you need help with login/password information).
- Click on the **Food Service** link (column on the left)
- Click the **Make a Payment** link to the right of your child's name (food service accounts are family based accounts, so it does not matter which student within your family that you apply the payment to).
- Click **Update Payment Amount**, input payment amount, **Update Cart** and then click the **Pay with Vendor** button (you will be redirected to your shopping cart in the Web Store)
- If you are a **new customer**, select "**Create New Account**" and provide the required information to setup your account (setup based on the email address you provide and password you create). If you are a **returning customer**, enter your email and password and Log In.
- Verify the payment and service fees listed in your cart are accurate and then click "**Place Order**".
- **Payment will be processed** and receipt can be viewed and printed. A copy of your receipt will also be sent to the email address provided during account set up.
- **Logout** (A logout link can be found under **My Account**)

