



WITTENBERG-BIRNAMWOOD School District

ONLINE PAYMENTS AVAILABLE!

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 school fees. 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.**

Pay the Following Fees Online: Food Service (Skyward Family Access)

Parents can make payments online while on their home or work computer, any time of the day. It only takes a few minutes to make a payment using a VISA, MasterCard, or Discover credit or debit card. The convenience of paying online is further enhanced when parents access the store and see a familiar shopping cart (just like shopping online).

To make an online payment follow these simple steps:

- Visit our district web site at <http://www.wittbirn.k12.wi.us/>
- Under the Families Section on the top, click on **Skyward Family Access**
- Log-in and follow prompts to shop (see next page for more detailed instructions)
- Make payment using a **VISA, MasterCard, or Discover** debit or credit card

A payment receipt will be emailed to the address used when setting up the Web Store account. To view/print previous online payment receipts or to update login information please click on **My Account**.

Please Visit the Wittenberg-Birnamwood School District Website for Future Updates!

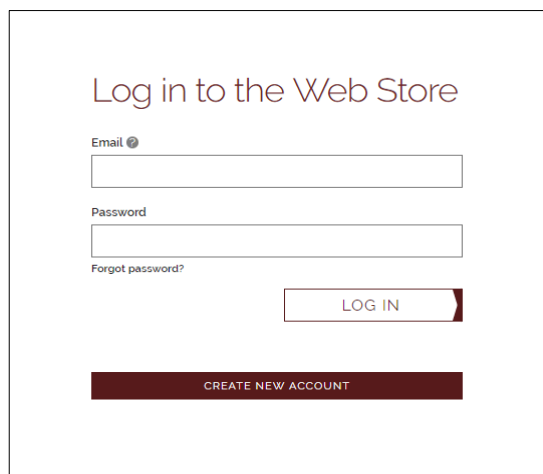
Wittenberg-Birnamwood School District
400 W. Grand Ave.
Wittenberg, WI 54499
<http://www.wittbirn.k12.wi.us/>

See reverse side for detailed instructions




Online Payment Instructions for the Web Store

- Visit our website at <http://www.wittbirn.k12.wi.us/>
 - Hover over 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 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. 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**)
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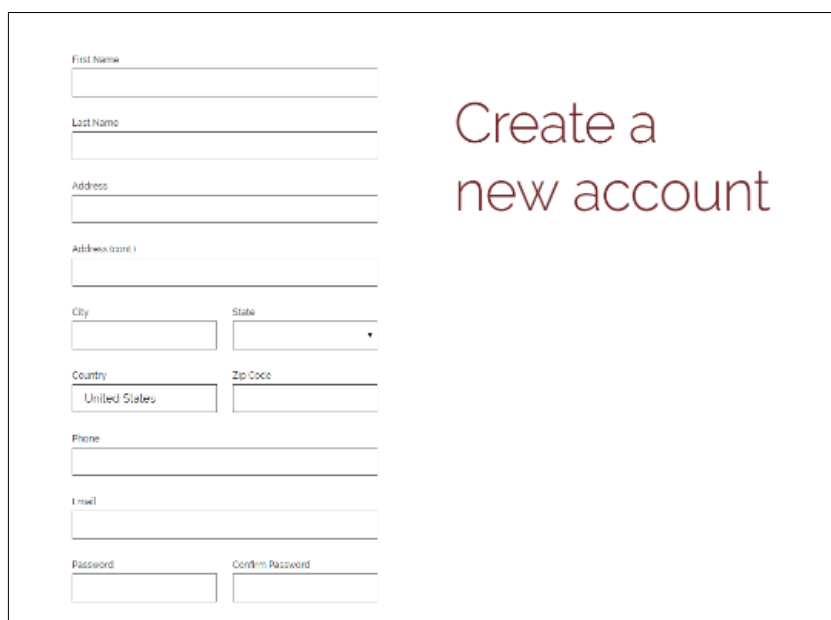


Log in to the Web Store

Email 

Password

[Forgot password?](#)



Create a new account

First Name

Last Name

Address

Address (cont.)

City State

Country Zip Code

Phone

Email

Password Confirm Password