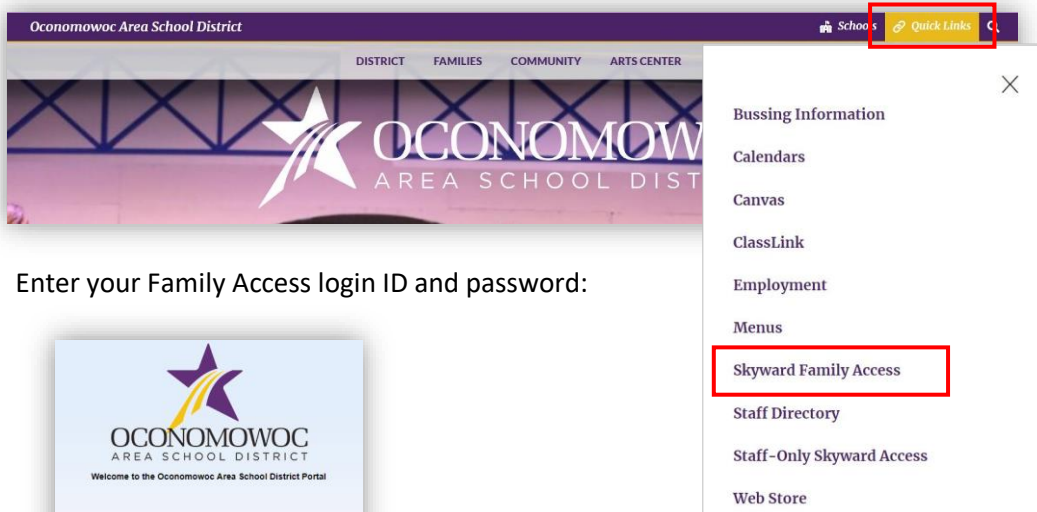
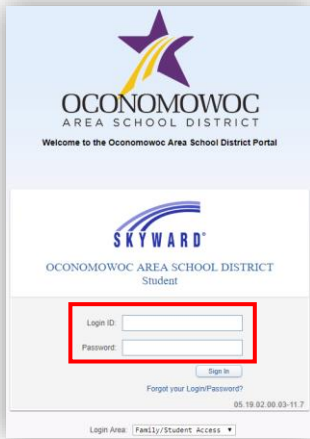


## STEP-BY-STEP ONLINE PAYMENT INSTRUCTIONS

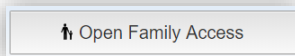
- 1) Go to [www.oasd.org](http://www.oasd.org)
- 2) Click the **Quick Links** icon then select **Skyward Family Access** from the list:



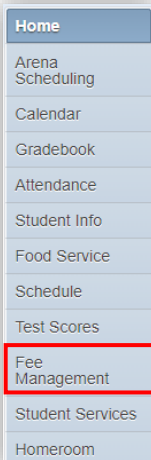
- 3) Enter your Family Access login ID and password:



- 4) Click on the **Open Family Access** button in the upper right corner:



- 5) Click on the **Fee Management** button in the left column:



- 6) There will be a tab listed for each of your students showing their 2023-24 school fees. Click **Make a Payment** within your student's tab:

**Fee Management**

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**Unpaid Balance**

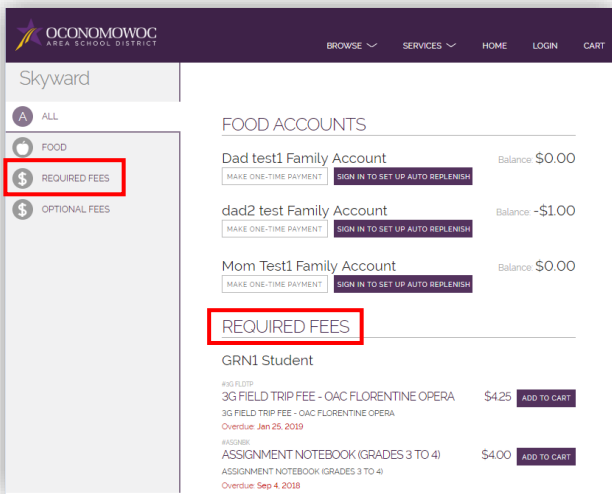
Cycle (High School): **95.00**  
Cycle (Summer School): 0.00

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Cycle (High School) [View Fees](#) | [View Payments](#) | [View Totals](#) | [Make a Payment](#)

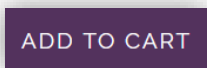
School Year	Due Date	Fee Description	Amount Charged	Amount Paid	Amount Due	Remaining Due	Payor Name	Pay Plan ID
2023	Wed Sep 1, 2023	ANNUAL FEE	95.00	0.00	95.00	95.00	Cycle Cyclone	

- 7) A new web page will open for the OASD Web Store, which is operated by RevTrak. School year fees for all of your students will appear under the **Required Fees** section. You can either scroll down the page to reach the **Required Fees** section, or click the **Required Fees** button in the left column:



The screenshot shows the Oconomowoc Area School District website. On the left sidebar, the 'REQUIRED FEES' option is highlighted with a red box. The main content area shows 'FOOD ACCOUNTS' with three family accounts (Dad test1, dad2 test, Mom Test1) and a 'REQUIRED FEES' section with a red box around the heading. Under 'REQUIRED FEES', there are two items for a 'GRN1 Student': a '3G FIELD TRIP FEE - OAC FLORENTINE OPERA' for \$425 and an 'ASSIGNMENT NOTEBOOK (GRADES 3 TO 4)' for \$4.00. Both items have an 'ADD TO CART' button.

- 8) Click the **Add To Cart** button next to each of the student fees:



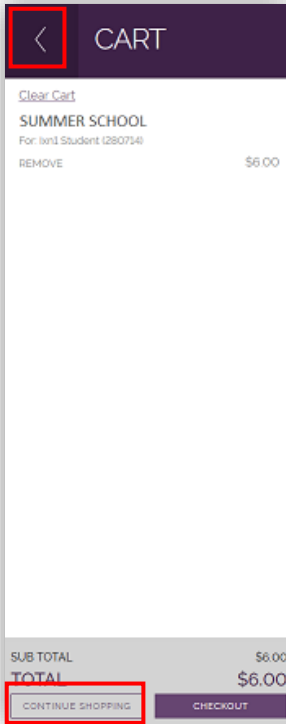
- 9) Click **Add To Cart** again in the pop-up box:

**Make A Payment** Amount due: \$6.00

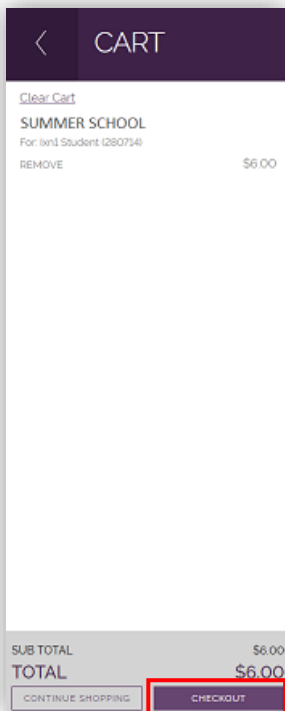
IXN1 Student

\$ 6.00

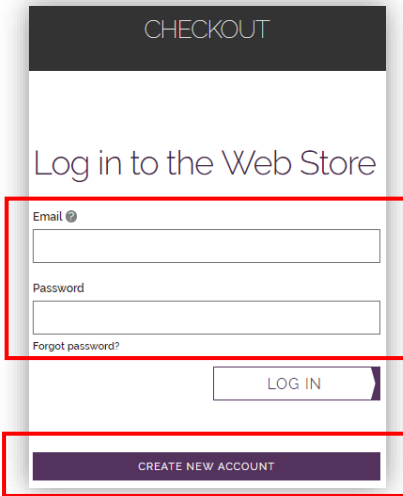
10) If you have additional fees that need to be added to your cart, click the **Continue Shopping button** or click the **arrow** to return to the previous screen. Complete steps 8, 9 and 10 until all of your student fees are in your cart:



11) Once all of your student fees are in your cart, click the **Checkout button**:



12) If you are a returning customer, enter your **Web Store login and password**. If you are a new customer, click the **Create New Account button**:



CHECKOUT

Log in to the Web Store

Email

Password

[Forgot password?](#)

LOG IN

CREATE NEW ACCOUNT

13) If you are a returning customer, a payment type will be listed. You can click **Change** to select a different payment type or click **Place Order** to proceed.

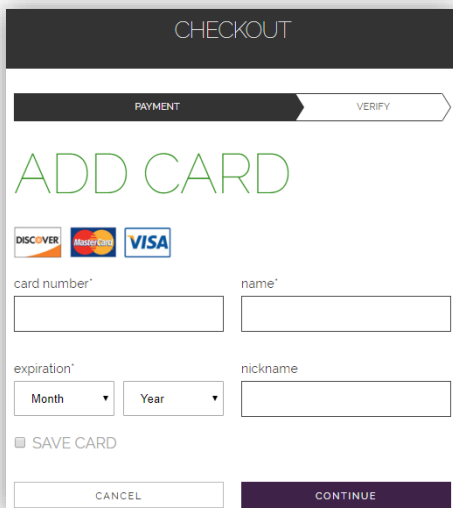


PAYMENT METHOD

14) If you are a new customer, you can select your preferred payment option by clicking **Add new Card** or **Add new eCheck**:



15) Complete the required fields for credit/debit or ECheck payment, then click the **Continue button**:



CHECKOUT

PAYMENT VERIFY

ADD CARD

DISCOVER MASTERCARD VISA

card number\*  name\*

expiration\*  Month  Year  nickname

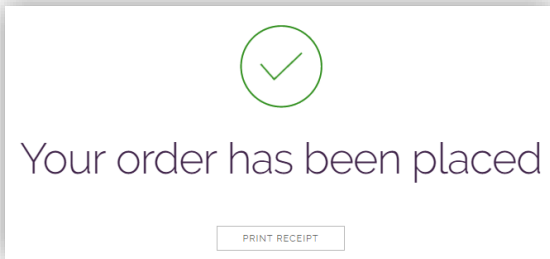
SAVE CARD

CANCEL CONTINUE

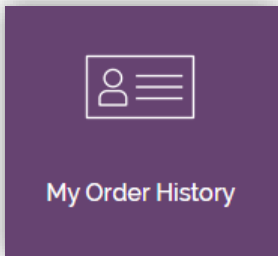
16) The next screen will show a summary of your order. Click the **Place Order button** at the bottom of the screen to submit your payment:



17) You will receive a confirmation and opportunity to print your receipt on the final screen:



18) To see your order history, go to the home page and click the **My Order History** icon:



***If you have forgotten your password or have trouble logging in, please call RevTrak at (888) 847-7420.***

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**Declaracion de Traducción:** Estamos trabajando diligentemente para traducir nuestros documentos al español. Por favor comuníquese con la escuela de su hijo para aclaración. Si todavía necesitas aclaración, por favor comuníquese con [Translate@oasd.org](mailto:Translate@oasd.org).

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**Nondiscrimination:** The Oconomowoc Area School District provides assurance that no student is discriminated against because of the student's sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability.

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