

ONLINE PAYMENTS

For your convenience, Oconomowoc Area 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 and related charges through Skyward Family Access! It only takes a few minutes to make payment by using a VISA, Discover or MasterCard (credit/check) card or using eCheck payment directly from your bank account.

Making a Payment...

1. Visit your district website:
www.oasd.k12.wi.us
2. Click: Family Access
3. Follow Instructions on Page 2
4. Pay with Visa, Discover, or MasterCard or with eCheck.

Convenient...

24/7 web store access allows you to make a payment or utilize helpful links anywhere, anytime!

Secure...

RevTrak Inc, a leader in the credit card payment processing industry for City Governments and K-12 School Districts, employs the latest security techniques to keep your payment information completely secure.

Simple...

Online payment eliminates the need to send cash/checks to school for summer school fees

* Student fees are due at time of registration. If you are unable to remit full payment, please consider completing a Free/Reduced Lunch application or a Payment Plan Agreement form. Fees not paid by 12/1/17 on accounts NOT qualified for free/reduced lunches or on a payment plan, will be referred to Waukesha County Collections.

Online Payment Instructions

1. Go to the Oconomowoc Area School District's website at <http://www.oasd.k12.wi.us> and click on the **Family Access** button from the left side menu.
2. Login to **Skyward Family Access** under the parent account (not the student account).
3. From the menu on the left, click on **Fee Management**
4. Click **Make A Payment** tab. If you have multiple students, you can click on that tab for any student and have access to all your students at one time.
5. If you have multiple students, you will see each one of them listed. Click on the **Update Payment Amount** next to **Fee Management Payment**.

Student, test113 Total Payment STUDETES001:

Food Service Payment: [Update Payment Amount](#) [Clear Items](#) Current Balance: 0.00

Fee Management Payment: [Update Payment Amount](#) [Clear Items](#) Balance Due: 407.00

6. Select the fees to pay by clicking the **Pay Fee** checkbox.
7. To add fees for required tangible items listed in your school's supply list or registration letter, select and **Add** the appropriate charges from the box at the bottom of the screen.

Fees that can be added to this student's account					
Description	Amount	Add Fee?	Why would I add this fee?	Ent	Schl Y
CALCULATOR TI-15 GRADE 4 AN	15.00	Add	FOR 4TH GRADE AND UP	113	2014
FUND A FRIEND'S FIELD TRIP	5.00	Add		113	2014
GEOMETRY TEMPLATE - GR 5	7.00	Add		230	2014
PADLOCK - 1 LOCK	7.00	Add	1 PADLOCK	230	2014

If you add a fee in error and need to remove it, highlight the fee and click the **Delete** button.

Update Fee Management Payment For test113 Student ?

Fees for student test113 Student [Delete](#)

Due Date ▲	Description	Amount Due	Pay Charge	Pay Amount	Remaining Balance
07/01/2013	Arrears	248.00	<input type="checkbox"/>	0.00	248.00

8. Verify the amount in the **Total Payment Amount for Selected Charges** is accurate, click the **Update Cart** button. Repeat steps 5 through 8 for each student.

Total Payment Amount for Selected Charges: [Update Cart](#)

9. To make a Food Service payment, click on the **Update Payment Amount** box next to **Food Service Payment**. (**NOTE:** Food Service accounts are Family Accounts, so if a payment is made under one student, it applies to the balance in your Family Account.) Enter the **Payment Amount** and click **Update Cart**.

10. Verify the **Total Payment for all Students** is correct. It will include Fee Management and Food Service payments. Then click on **Pay with Vendor** at the top of the screen.

Student, test113	Total Payment STUDETES001:	457.00
Food Service Payment:	50.00	Update Payment Amount Clear Items Current Balance: 0.00
Fee Management Payment:	407.00	Update Payment Amount Clear Items Balance Due: 407.00

11. If you are a **returning customer**, enter your Web Store log in information.

12. If you are a **new customer**, select **Create Account**. Fill in the applicable information.

13. Verify Payment Information. You can change your payment method by clicking **Edit**.

PAYMENT METHOD

[EDIT](#)

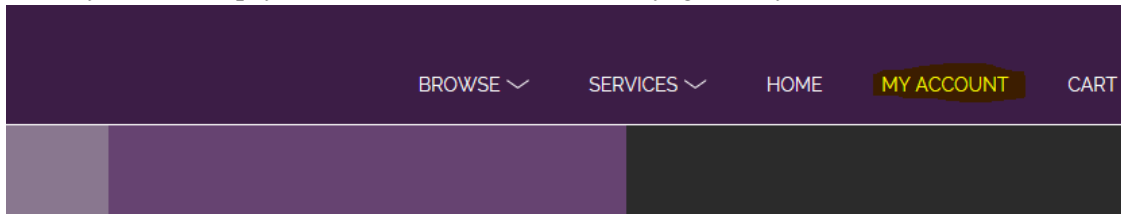


14. Verify information for accuracy and click **Place Order**

15. **Your payment will be processed.** A receipt can be viewed and printed. An emailed receipt will be sent to the email address provided during account set up.

16. **Logout**

To set your default payment method or see order history, go to My Account from the Web Store main page.



If you have forgotten your password or have log in issues call 1-888-847-7420.

If payment cannot be made online, a money order or cashier's check payable to OASD for the exact amount can be mailed to the attention of Jolene Pipp, Oconomowoc Area School District, W360N7077 Brown St., Oconomowoc, WI 53066. **PERSONAL CHECKS OR CASH WILL NOT BE ACCEPTED.**