

## 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.org](http://www.oasd.org)

2. Click:  Then choose Skyward 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 fees

## Online Payment Instructions

Go to the Oconomowoc Area School District's website at [www.oasd.org](http://www.oasd.org)



1. Click on the **Quick Links** tab in the upper right had corner
2. Choose **Skyward Family Access** the menu.
3. Login to **Skyward Family Access** under the parent account (not the student account).
4. From the menu on the left, click on **Fee Management**
5. 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.

### FOOD ACCOUNTS

If you wish to make a payment towards your \_\_\_\_\_ you can click on

the **MAKE ONE-TIME PAYMENT**, change the dollar value to what you want to add and click on

**ADD TO CART**

(NOTE: Food Service accounts are Family Accounts where the account balance is available to all students in your family.)

**The following areas are listed per student so you will have to scroll down to find each student(s) listing of Required and Optional Fees.**

### REQUIRED FEES

6. If you wish to pay for the fees listed under the \_\_\_\_\_ do so by clicking on the **ADD TO CART** next to the fee, in the popup box click on the **ADD TO CART** again to place this item in your cart.
7. To add fees for **required tangible items** listed in your school's supply list or registration letter, select

### OPTIONAL FEES

from the list of \_\_\_\_\_.

8. If you add a fee in error and need to remove it, click on the **REMOVE** button in your cart.
9. If you have multiple students and want to add additional fees to be paid, click on

**CONTINUE SHOPPING**

and then scroll down to find the next student from the menu and repeat the previous steps.

10. Once all fees have been added to your cart, click on the **CHECKOUT** button.

11. If you are a **returning customer**, enter your Web Store log in information.
12. If you are a **new customer**, select **Create New Account**. Fill in the applicable information.
13. Verify Payment Information. You can change your payment method by clicking **Edit**.

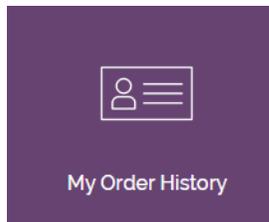
PAYMENT METHOD

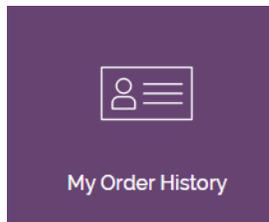
EDIT



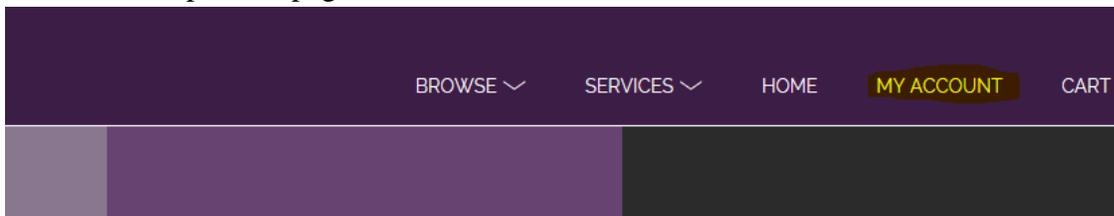
14. Verify information for accuracy and click . To cancel the order, click the X in the upper left corner.
15. **Your payment will be processed.** A receipt can be viewed and printed. An electronic receipt will be sent to the email address provided during account set up.

## Helpful hints:



To see your order history click on  on the Web Store main page

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



### **Forgot your password:**

Password

[Forgot password?](#)

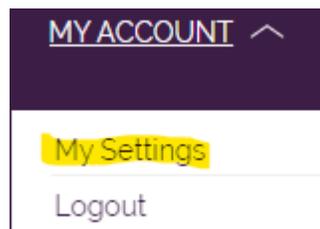
If you have forgotten your password, click on [Forgot password?](#) or have log in issues call 1-888-847-7420.

### **Payment won't process:**

If when making a payment and the system just keeps showing a spinning wheel upon checkout or your payment won't process, try the following solutions:

- 1) You can try a different browser and see if the payment goes through.
- 2) Make sure your credit card is up to date: Did it expire? and you forgot to enter the new information. Maybe you canceled your card because of fraud and have a new one.
  - a. When updating your credit card always delete out the old card from the system
  - b. If you had the "low balance" set up for food service make sure you update the credit card associated with that as well, the system does not do this automatically.

Or just delete your card and reenter it as the system sometimes loses the connection



You will need to go to

Under the Payment section choose your credit card that is currently on file, in the popup box click on

the  button.

Now click on the  and re setup your credit card.