

STEP-BY-STEP ONLINE PAYMENT INSTRUCTIONS

- 1) Go to <u>www.oasd.org</u>
- 2) Click the Skyward Family Access icon in the upper right corner:



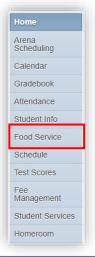
3) Enter your Family Access login ID and password:



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



5) Click on the **Food Service button** in the left column:





FOOD SERVICE PAYMENT

6) There will be a tab showing your family food service account balance and tabs for each of your students. Click **Make a Payment** within your student's tab:

Current Account Balance	Today's Lunch Menu Lunch Calendar
Family: \$-2.60 Lunch Type: Free	No lunch menu details are available for the current date.
ood Service Messages/Link	35
Meadow View)	
Negative Meal Account Proce	dure
MDV1 (Meadow View) View	Totals Make a Payment

7) A new web page will open for the OASD Web Store, which is operated by RevTrak. Food and required fees for all your students will appear. Click the **Food button** in the left column, then click the **Make One-Time Payment** button:

AREA SCHOOL DISTRICT					
	Browse \sim	Services \backsim	HOME	LOGIN	CART
Skyward					
A ALL	FOOD ACCOUN	TS			
FOOD	Dad test1 Family Ac	count	Ba	lance: \$0.0	00
S REQUIRED FEES		IN IN TO SET UP AUTO			-
S OPTIONAL FEES	dad2 test Family Ac	COUNT IN IN TO SET UP AUTO		ance: -\$1.0	00

8) A **One-Time Payment** pop-up box will appear. Select the amount you would like to pay by using the buttons on the right or typing your amount into the box on the left. Click the **Add To Cart** button to proceed:

One-Time Payme Please type in how much you wo \$50, or \$100.	
Dad test1 Family Account	Balance: \$0.00
\$ 50.00	PAY \$25 PAY \$50 PAY \$100
CANCEL	ADD TO CART



FOOD SERVICE PAYMENT

9) A **Cart** pop-up box will appear with the food service balance listed. Click the **Checkout button** to proceed:

<	CAR	Г
	D QC FOOD !	
REMOVE	2 - Ci i i i i i i i i i i i i i i i i i	\$50.00
SUB TOTAL	_	\$50.00 \$50.00
CONTINUE	SHOPPING	CHECKOUT

10) 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
Password
Forgot password?
CREATE NEW ACCOUNT

11) Select your preferred payment option by clicking the Use Debit/Credit button or Use ECheck button:

ECHECK
Add an eCheck for a <i>quicker</i> checkout experience
Routing number*
Account number' Re-enter account number'
Name on Account' Nickname
*** 1:1221052771: 6724301068* 2400*
Routing Number Account Number Check Number
USE DEBIT/CREDIT USE ECHECK



FOOD SERVICE PAYMENT

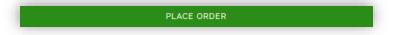
12) Click the Add ECheck button or the Add Card button:

CHECKOL	л
PAYMENT	VERIFY
ECHECKS	
ADD ECHECK	
DEBIT/CREDIT CARDS	
ADD CARD	
CONTINUE	

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

CH	IECKOUT
PAYMENT	VERIFY
ADD CA	ARD
card number'	name'
expiration" Month • Year	nickname
SAVE CARD]
CANCEL	CONTINUE

14) 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:



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



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

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