STEP-BY-STEP ONLINE PAYMENT INSTRUCTIONS

1) Go to www.oasd.org

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:

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:
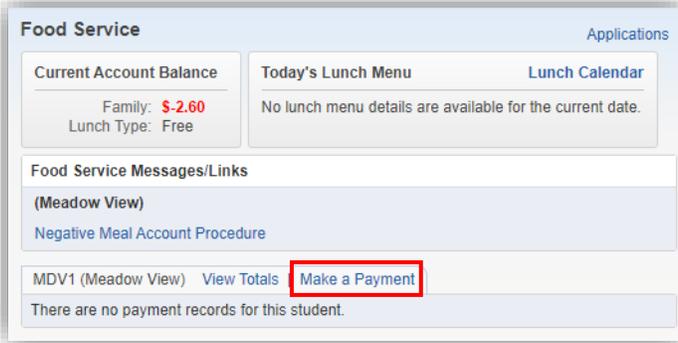
7) A new web page will open for the OASD Web Store, which is operated by RevTrak. Food and required fees for all your students will appear. Click the **Food button** in the left column, then click the **Make One-Time Payment** button:
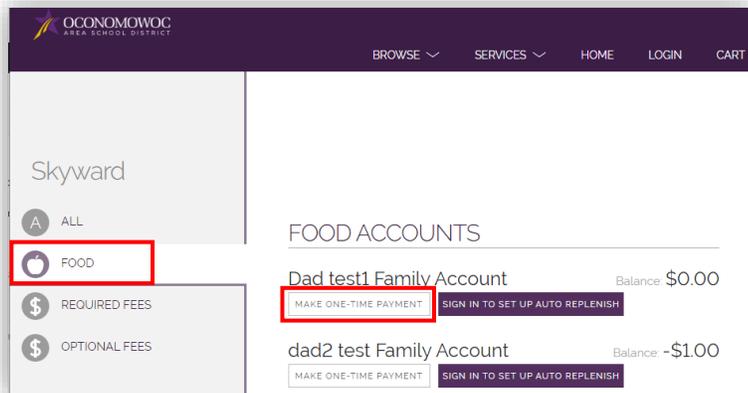
8) A **One-Time Payment** pop-up box will appear. Select the amount you would like to pay by using the buttons on the right or typing your amount into the box on the left. Click the **Add To Cart** button to proceed:
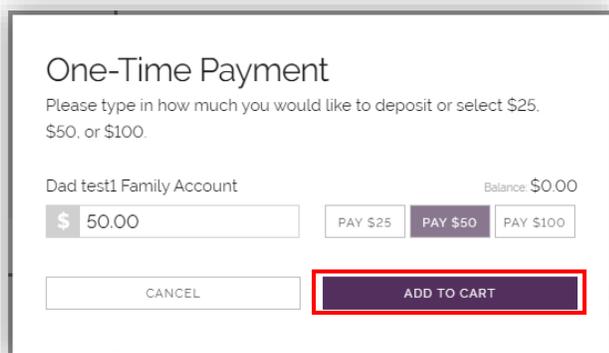
9) A **Cart** pop-up box will appear with the food service balance listed. Click the **Checkout button** to proceed:
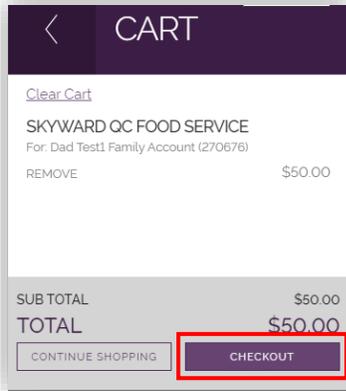
10) If you are a returning customer, enter your **Web Store login and password**. If you are a new customer, click the **Create New Account button**:
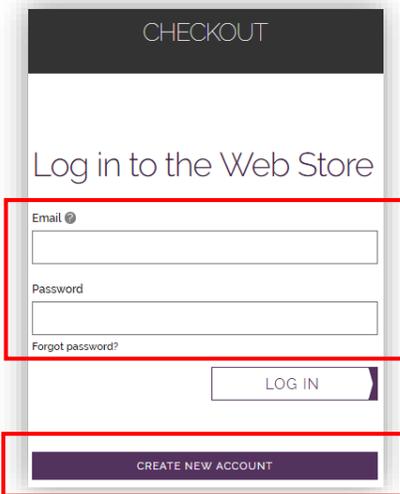
11) Select your preferred payment option by clicking the **Use Debit/Credit button** or **Use ECheck button**:
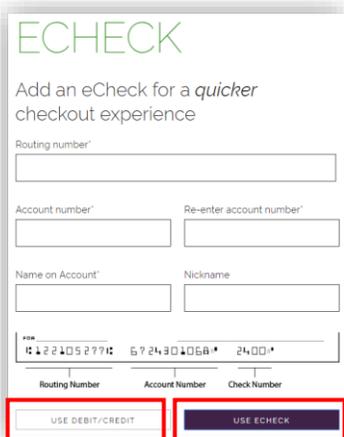
12) Click the **Add ECheck button** or the **Add Card button**:
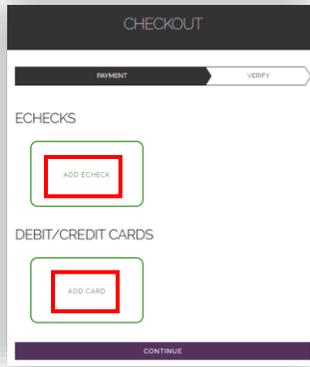
13) Complete the required fields for credit/debit or ECheck payment, then click the **Continue button**:
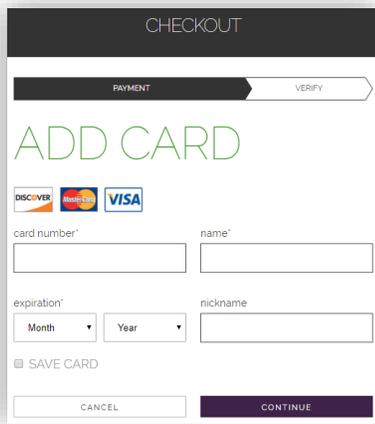
14) The next screen will show a summary of your order. Click the **Place Order button** at the bottom of the screen to submit your payment:

15) You will receive a confirmation and opportunity to print your receipt on the final screen:
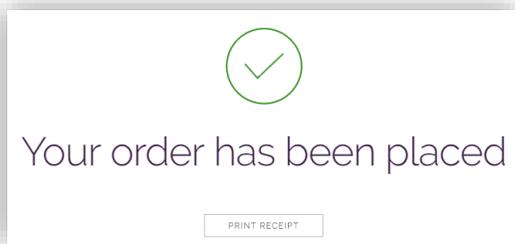
If you have forgotten your password or have trouble logging in, please call RevTrak at (888) 847-7420.

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