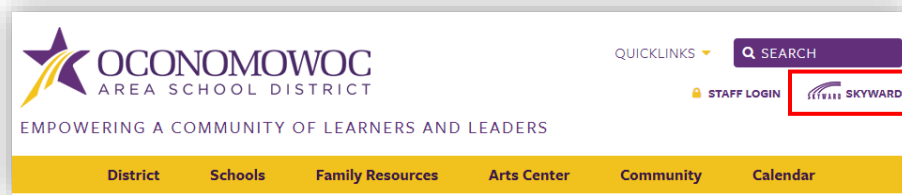
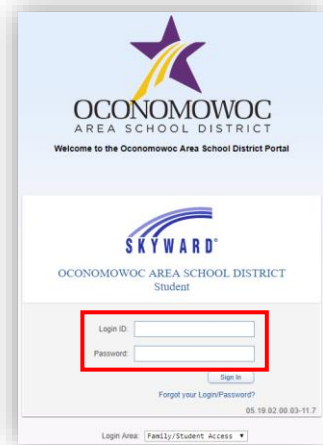


STEP-BY-STEP ONLINE PAYMENT INSTRUCTIONS

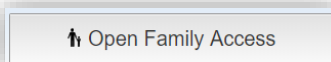
- 1) Go to www.oasd.org
- 2) Click the **Skyward Family Access icon** in the upper right corner:



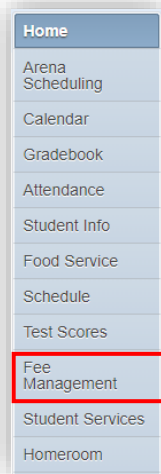
- 3) Enter your Family Access login ID and password:



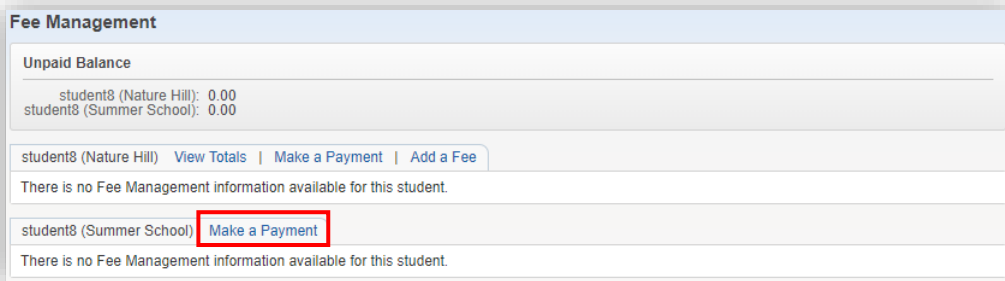
- 4) Click on the **Open Family Access button** in the upper right corner:



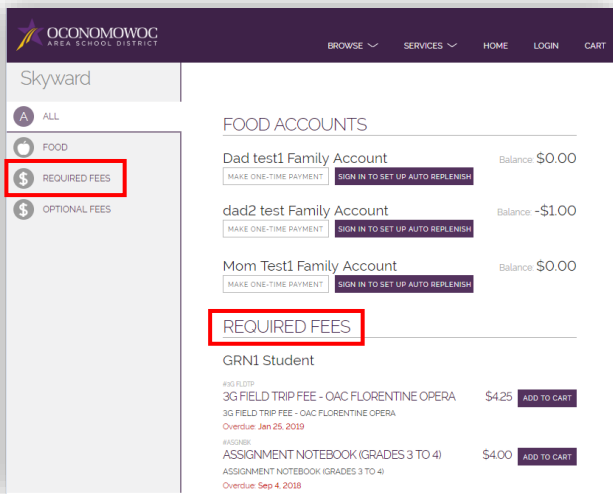
- 5) Click on the **Fee Management button** in the left column:



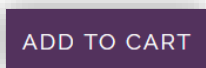
- 6) There will be a Summer School tab listed for each student that you have enrolled in Summer School. Click **Make a Payment** next to your student’s Summer School tab:



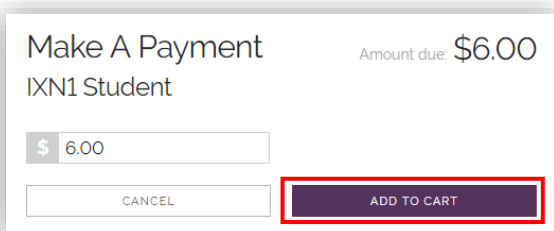
- 7) A new web page will open for the OASD Web Store, which is operated by RevTrak. Summer School fees for all of your students will appear under the **Required Fees** section. You can either scroll down the page to reach the **Required Fees** section, or click the **Required Fees** button in the left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



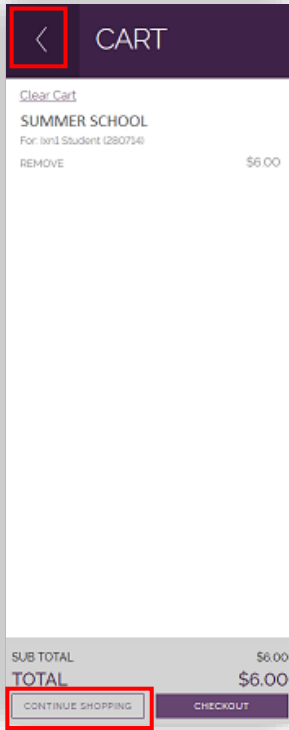
- 8) Click the **Add To Cart** button next to your student’s Summer School fees:



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



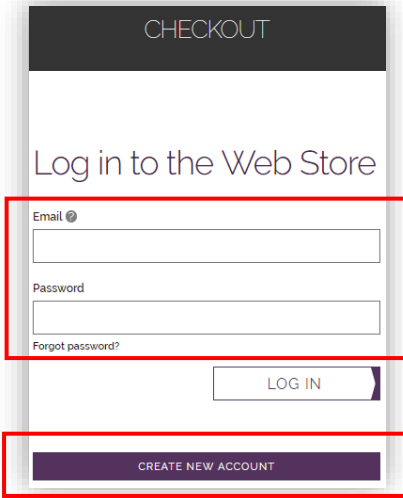
10) If you have additional Summer School fees that need to be added to your cart, click the **Continue Shopping button** or click the **arrow** to return to the previous screen. Complete steps 8, 9 and 10 until all of your student Summer School fees are in your cart:



11) Once all of your Summer School 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

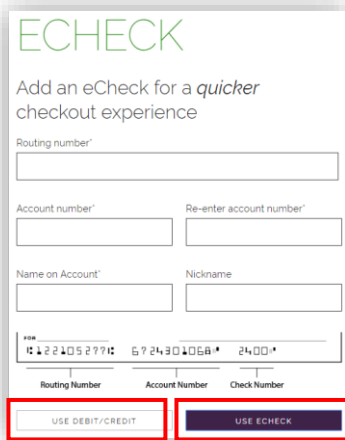
Password

[Forgot password?](#)

LOG IN

CREATE NEW ACCOUNT

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



ECHECK

Add an eCheck for a *quicker* checkout experience

Routing number*

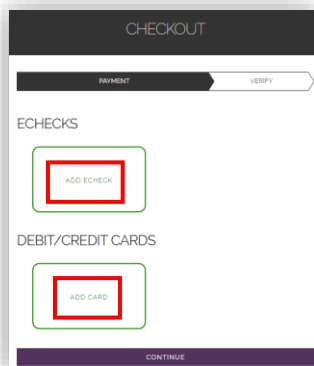
Account number* Re-enter account number*

Name on Account* Nickname

Routing Number Account Number Check Number

USE DEBIT/CREDIT USE ECHECK

14) Click the **Add ECheck button** or the **Add Card button**:



CHECKOUT

PAYMENT VERIFY

ECHECKS

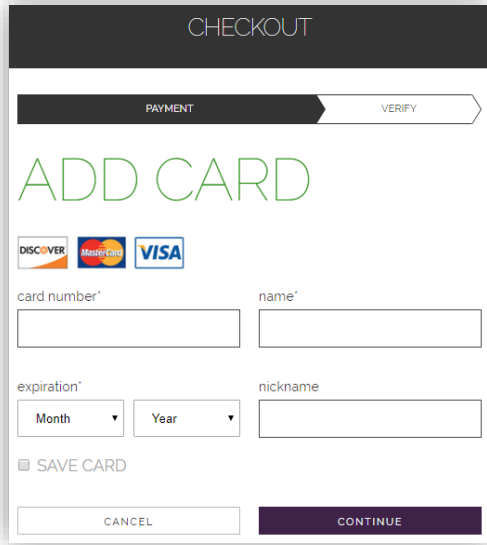
ADD ECHECK

DEBIT/CREDIT CARDS

ADD CARD

CONTINUE

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*

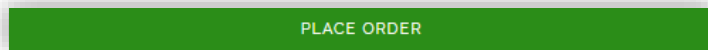
expiration* nickname

Month Year

SAVE CARD

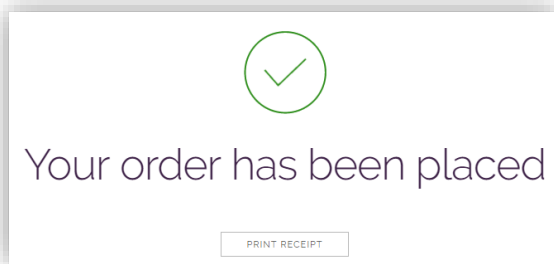
CANCEL CONTINUE


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:



PLACE ORDER

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





Your order has been placed

PRINT RECEIPT

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

DECLARACION DE TRADUCCION

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.

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The Oconomowoc Area School District provides assurance that no students, employees or applicants are discriminated against because of sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability.