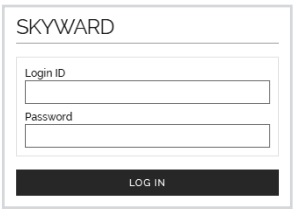
Skyward Family Access
Food Payments

Log In or Create an Account



- Visit the ***RevTrak®*** Web Store.

  Log in or create an account before shopping to expedite your checkout experience. If you do not have a Web Store account, click *Create New Account*. Your account tracks all orders associated with your email.

  You may click outside the login prompt to start shopping, but you must log in or create an account prior to payment.

- Click **Food Service** (*Shop*) or **Family Access** (homepage).

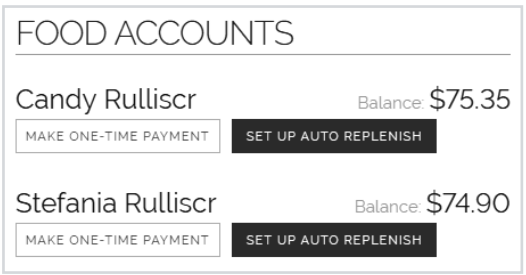
- Click **Payment Portal**.

- Provide your **Skyward login ID** and **password**.

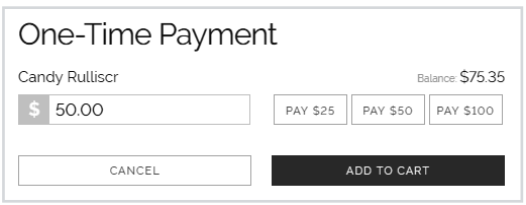
  If "Remember Me" is offered: Your Skyward credentials are only required the first time you visit the Web Store for Family Access payments. Your Skyward credentials will be saved to your Web Store account for subsequent visits.

- Click **Log In**.

Food Deposit



BELOW: One-time payment popup. Accepts custom amounts or quick-pay.



- To pay for food, click **Food**. There is an option for *One-Time Payment* or, if available, an option to *Set up Auto-Replenish*.

  One-Time Payment: In the popup, enter a custom deposit or select a quick-pay option. Click **Add to Cart**.

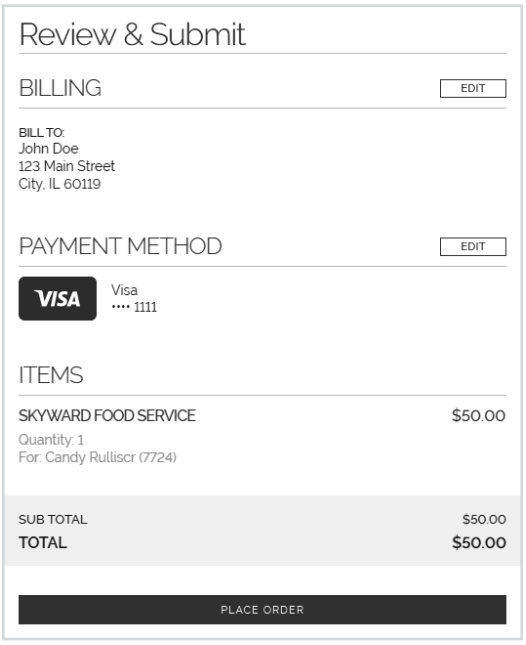
  (if available) Set up Auto-Replenish: Toggle the slider to the right to enable the feature. The system parameter defaults can be adjusted to preference. Provide a payment method and agree to the terms. Each student's auto-replenish setup is managed separately. *Additional feature information is available once logged into the Skyward payment portal.*

- Review your cart.

  Once custom payments are added in the cart, the amount cannot be adjusted. To adjust the payment, remove the item from the cart, update the amount, and re-add.

- Click **Checkout** to proceed to payment.

Review & Verify Cart



Verify all information before placing your order. To continue shopping, exit the cart by clicking "X" (top left).

- Add a payment method.

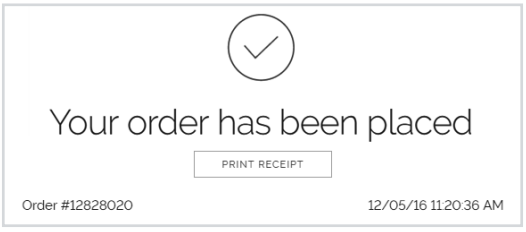
  You may save this to your Web Store account. RevTrak adheres to the highest level of PCI certification to ensure your data's security.

- Verify your billing address. Click **Edit** next to *Billing* or *Payment Method* if an update is needed.

- Review your items.

- Click **Place Order**.

Order Confirmation



- Review the order confirmation page.

- Print the receipt or save as a PDF.

  All receipts are kept on record under your Web Store account. To ensure all purchases can be easily tracked, use the same login credentials for each Web Store order.

- To continue shopping, log into the Web Store.

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