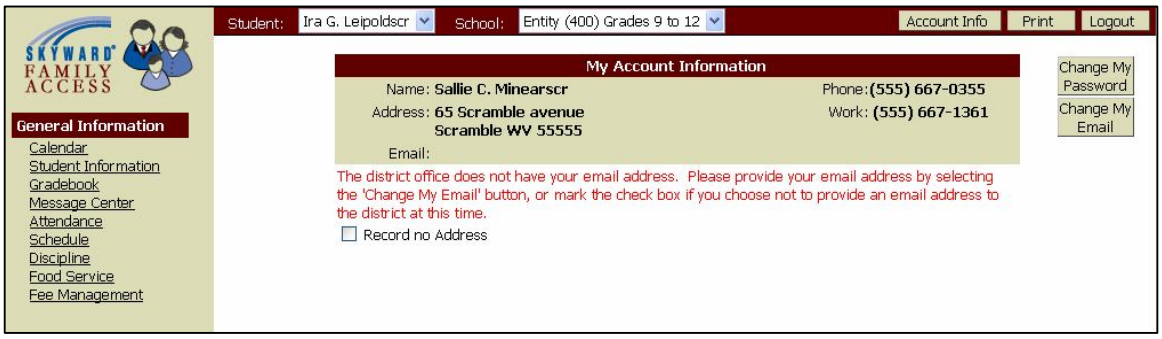
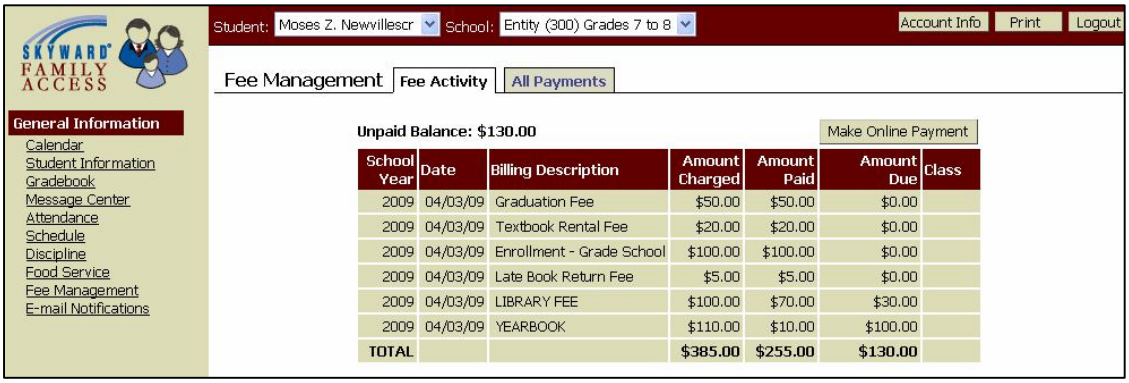
1. To get started, follow the Skyward Family Access link from the school district's website. Enter your Skyward Family Access login information and select *Login*.

2. Select either the Food Service or Fee Management option from the left hand General Information menu.

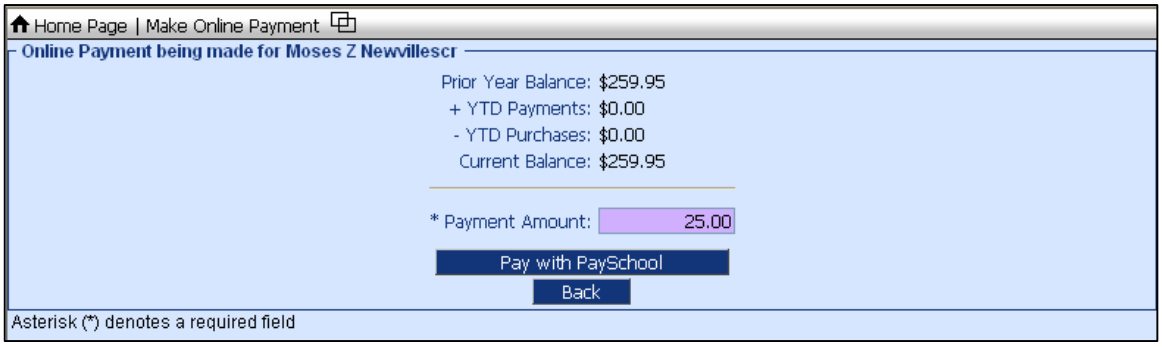


3. Select the *Make Online Payment* button at the bottom of the page for Food Service payments.

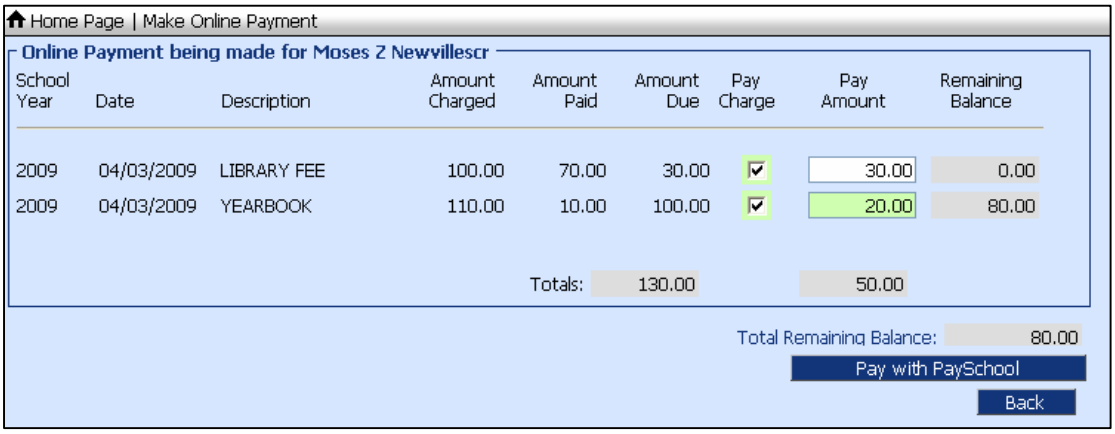
3a. Select the *Make Online Payment* button at the top right hand corner for Fee Management payments.



4. Enter the dollar amount to be added to the student Food Service account. Select *Pay with PaySchools* button to continue.

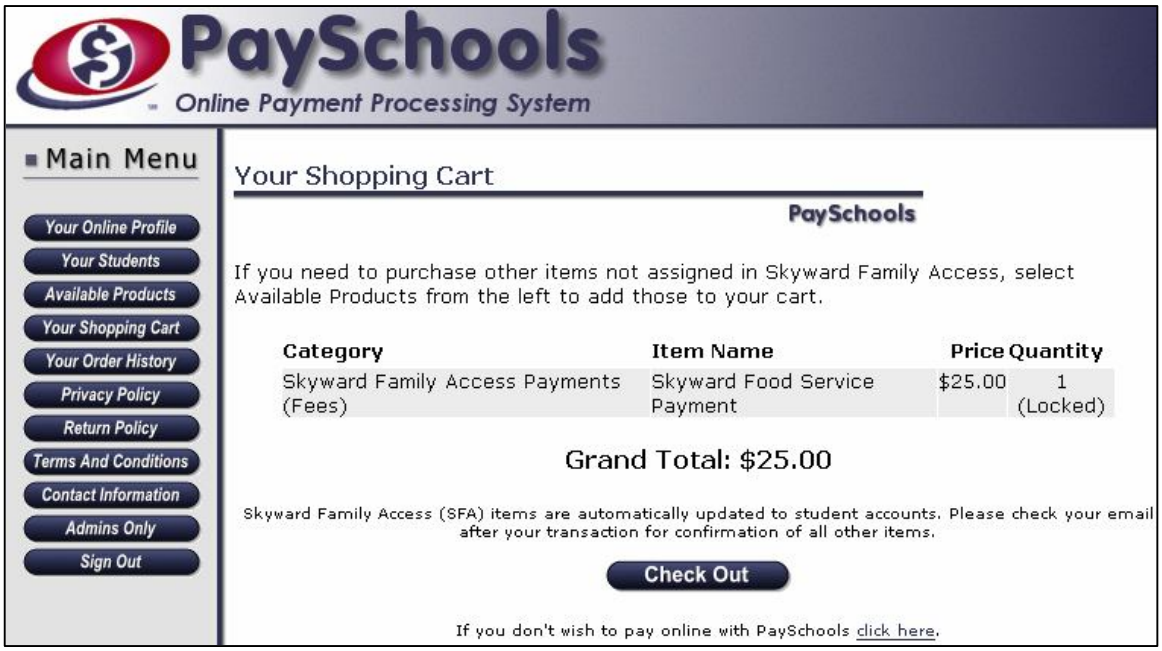


4a. To pay fees (Fee Management), select the fees that you would like to pay by selecting the Pay Charge checkbox next to the fee. If you do not wish to pay the entire fee at this time, you may enter the dollar amount to be applied to that fee in the *Pay Amount* field after selecting the fee. Select the *Pay with PaySchools* button to continue.

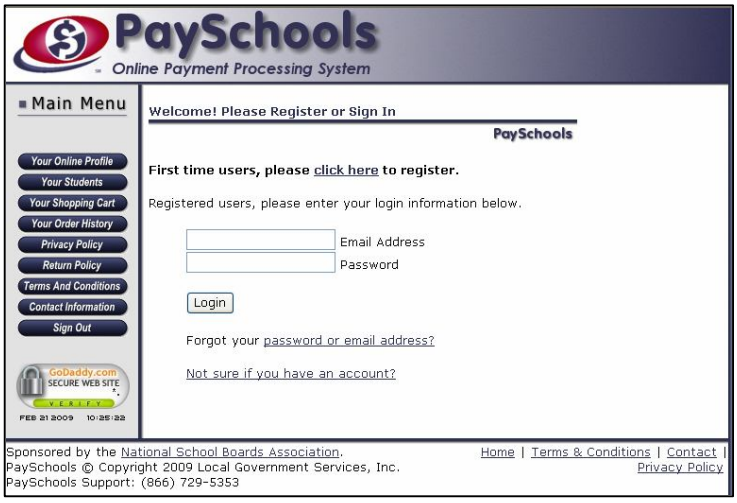


5. You have now been directed from the Skyward Family Access program to PaySchools. Select the *Check Out* button to continue.

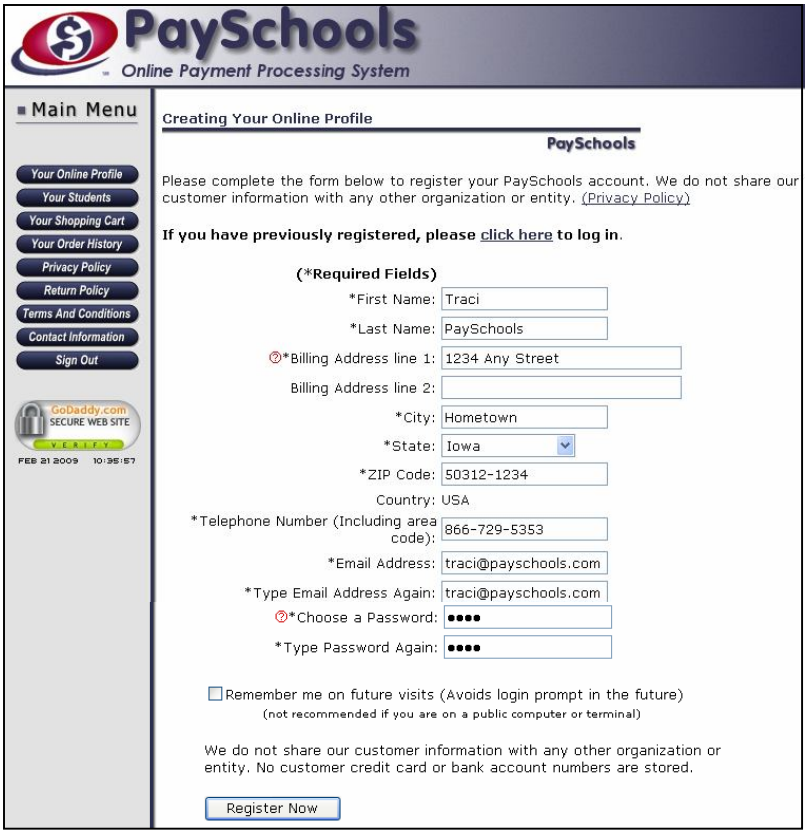
If you need to edit the dollar amount, please select the "If you don't wish to pay online with PaySchools click here" link to cancel your current order. You will be directed back to Skyward Family Access where you can add items to your cart.



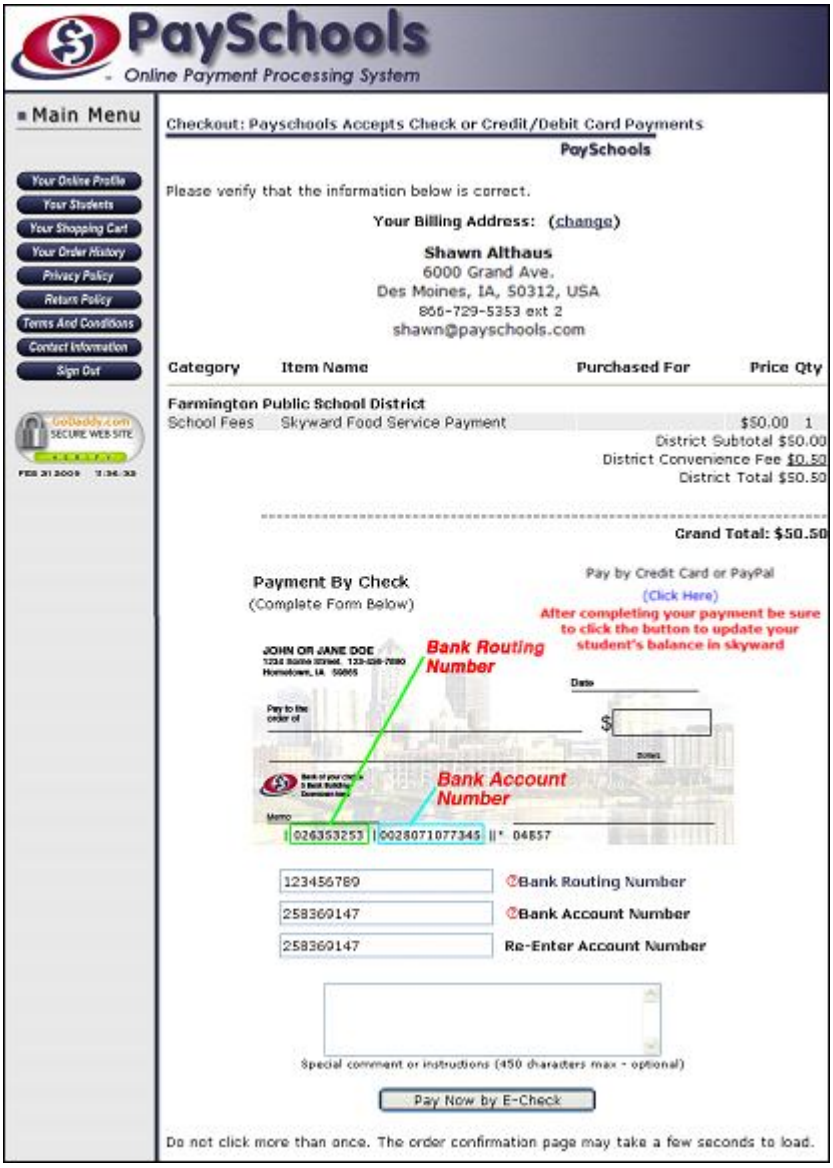
6. Select “First time users, please click here to register” to register your PaySchools account.



7. Enter all required (*) information on the following screen. Select *Register Now* when information is complete.



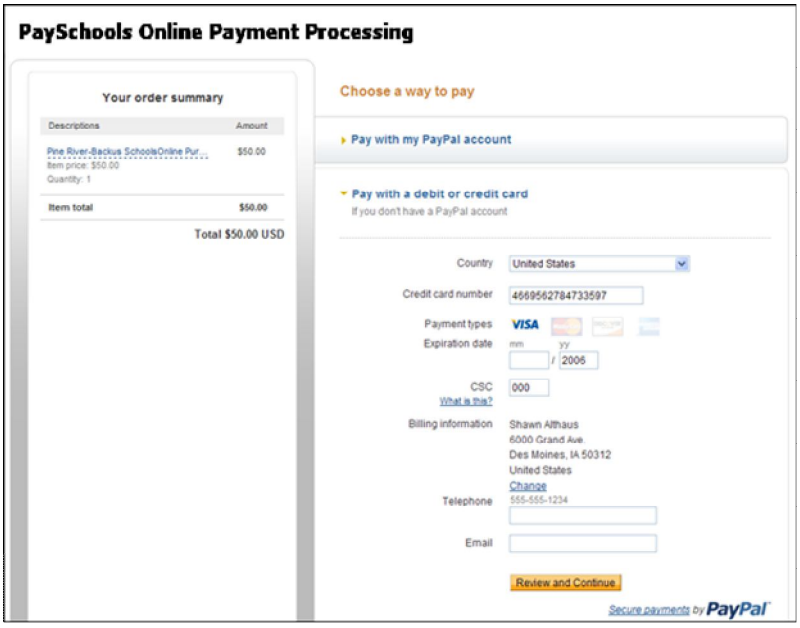
8. To make your purchase with an electronic check (e-check), complete the form below. Enter your 9-digit bank routing number and account number in the appropriate fields. If you have any special comments for your purchase, you may enter them in the box provided. Select the *Pay Now by E-Check* button once; the confirmation page may take a few seconds to load. If you are unsure if you transaction has processed or you receive an error message, please call PaySchools at 866-729-5353 Option 2 or view your transactions by selecting *Your Order History* from the left-hand navigation bar.



To complete your purchase using a credit or debit card or PayPal, select the (Click Here) link under the Payment by Credit Card or PayPal option and continue with the following steps.

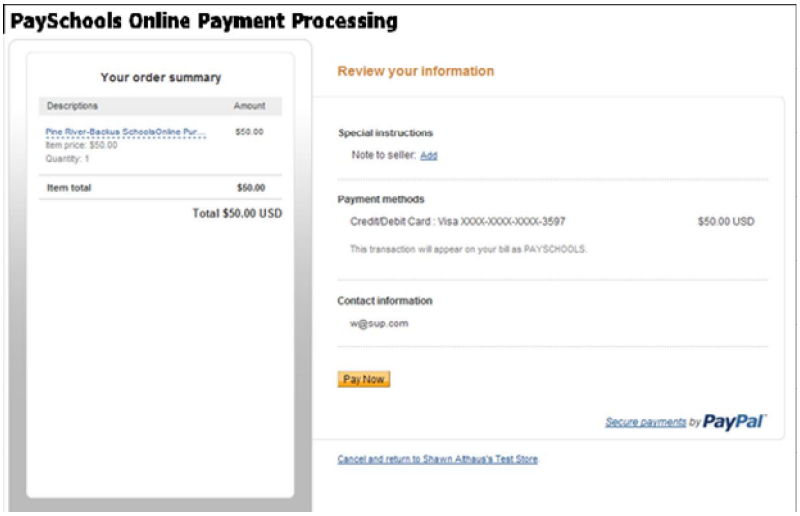
10. To pay by Visa, MasterCard or Discover credit/debit card, enter the 16-digit card number, expiration month and year, the 3-digit security code from the back of your card and your home phone number and email address. Select the *Review Order and Continue* button.

If you have an existing PayPal account and would like to use that to complete your transaction, simply enter your PayPal login information into the fields provided. Please note that your PayPal login information may not be the same as your PaySchools login information. PaySchools does not have access to your PayPal login information and you should follow the "Forgot email address or password?" link to retrieve that information.

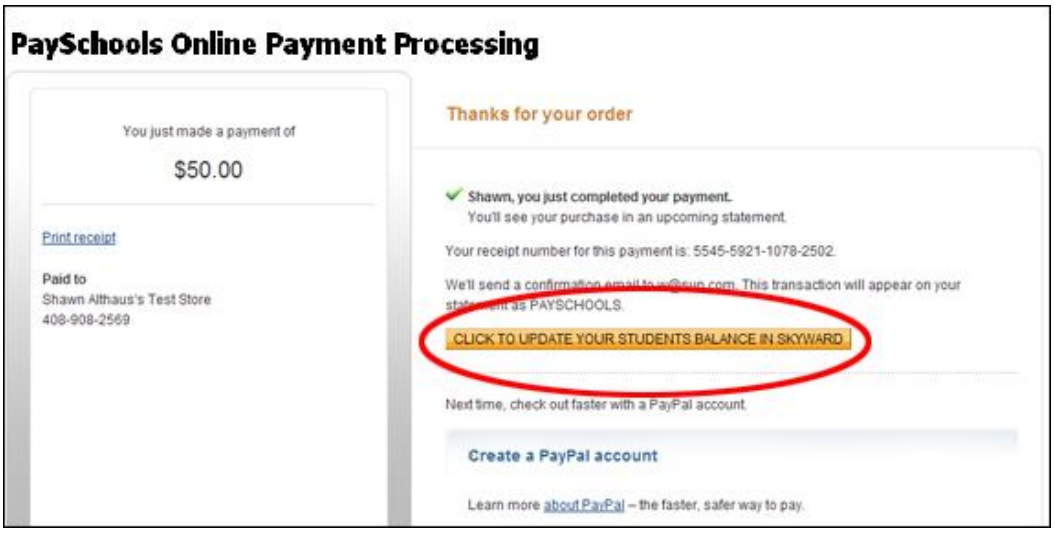


11. Review the order information as it is displayed below. If you would like to add comments to your order, select "Add special instructions to the merchant" link. Those notes will appear on your order summary and will be visible to the school district; PaySchools can not guarantee that the comments will be read by district staff. If your order is correct as noted, select *Pay Now* to process your order.

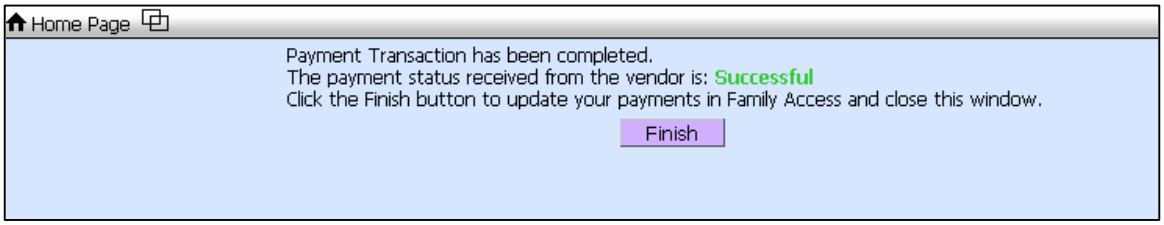
If changes to your order are necessary, select the Cancel link to restart your order.



12. Once your order is complete, you will receive a confirmation page from PayPal. Select “PLEASE CLICK HERE TO COMPLETE YOUR ORDER” to be directed back the Skyward Family Access confirmation page.



13. Select *Finish* to be directed back to your Family Access account.



14 . Once your payment has been successfully completed, you can view the payment as applied to the student account. If you wish to make payments for another student, select that student and continue.