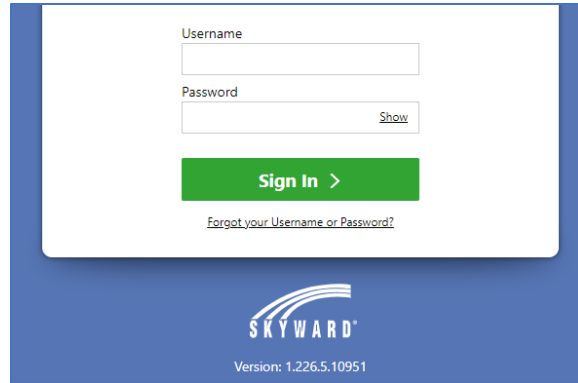


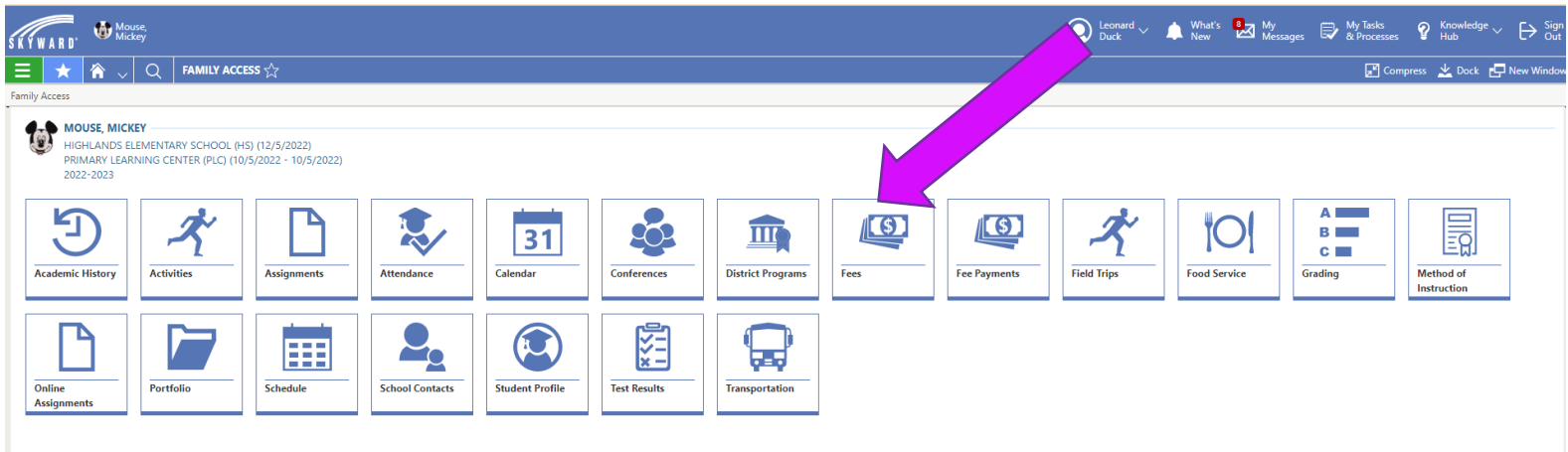
# Steps to make the payment on RevTrak

**Step 1-** Sign into the district's Skyward Parent Portal using your Skyward Username and Password.



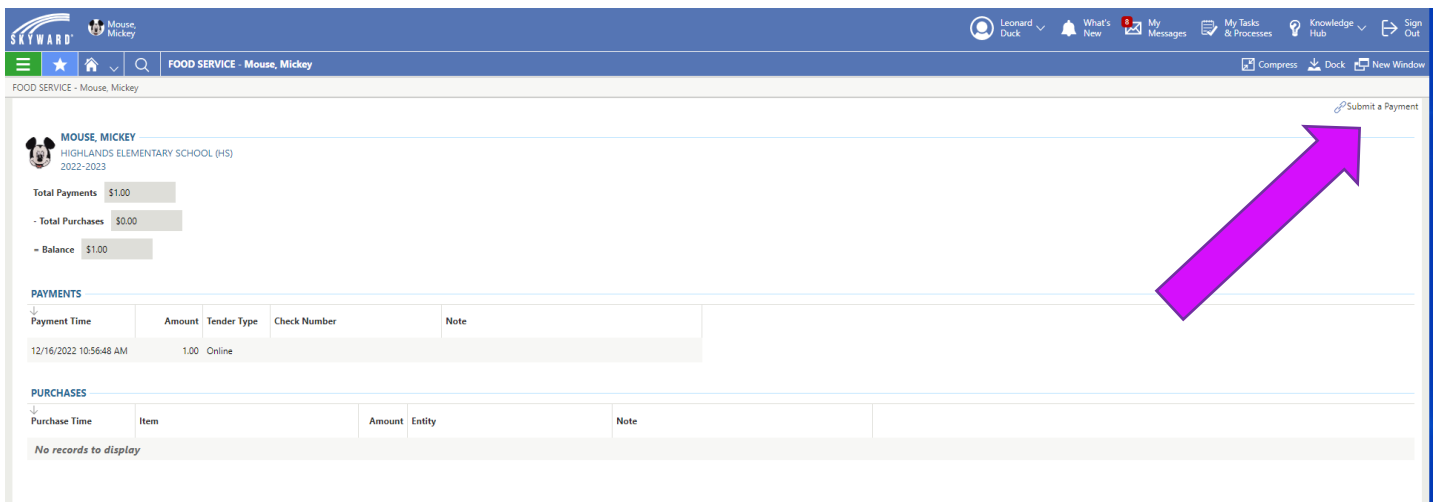
A screenshot of the Skyward login page. It features a white login box on a blue background. The box contains a 'Username' field, a 'Password' field with a 'Show' link, and a green 'Sign In >' button. Below the button is a link for 'Forgot your Username or Password?'. The Skyward logo and version number '1.226.5.10951' are at the bottom.

**Step 2-** Click "Fees"



A screenshot of the Skyward dashboard for 'MOUSE, MICKEY' at Highlands Elementary School. The dashboard shows various navigation tiles. A large pink arrow points to the 'Fees' tile, which is located in the top row of tiles, eighth from the left. Other tiles include Academic History, Activities, Assignments, Attendance, Calendar, Conferences, District Programs, Fee Payments, Field Trips, Food Service, Grading, Method of Instruction, Online Assignments, Portfolio, Schedule, School Contacts, Student Profile, Test Results, and Transportation.

**Step 3-** Click "Submit a Payment"



A screenshot of the 'Submit a Payment' page in Skyward. The page title is 'FOOD SERVICE - Mouse, Mickey'. It shows a summary of payments and purchases. A large pink arrow points to the 'Submit a Payment' link in the top right corner. Below the summary are two tables: 'PAYMENTS' and 'PURCHASES'. The 'PAYMENTS' table has one entry for 12/16/2022 for \$1.00. The 'PURCHASES' table is empty.

Payment Time	Amount	Tender Type	Check Number	Note
12/16/2022 10:56:48 AM	1.00	Online		

Purchase Time	Item	Amount	Entity	Note
No records to display				

**Step 4-** That will take you to the RevTrak Web Store and connect your students to your RevTrak account.

Choose which fees you would like to pay, and Click "Add to Cart"

Qmlativ

Not you? [Switch Accounts](#)

### SKYWARD FEES

Student Name

#FT-FALL  
Field Trip - Fall  
Field Trip - Fall, 1st Grade FT SeaLife Grapevine  
Overdue Feb 12, 2024

\$32.00

ADD TO CART

**Step 5-** Click "Check Out"

CART

Clear Cart

FOOD SERVICE  
For: Mickey Mouse  
REMOVE \$50.00

SUB TOTAL \$50.00  
SERVICE FEE \$1.81  
TOTAL \$51.81

CONTINUE SHOPPING CHECKOUT

**Step 6-** Follow the prompts to finish checking out

CHECKOUT

BILLING VERIFY

First Name  
Arhanda

Last Name  
Grabow

Address

Address (cont)

City State

Country Zip Code

Phone

CONTINUE