

Online Payments in Merton's Skyward Family Access for Summer School

Payments will be processed on a secure site, powered by RevTrak.

Instructions



1. Log into **Skyward Family Access** ([Skyward](#)) or click on the Skyward icon located on the Merton Homepage at www.merton.k12.wi.us or under Families and Resources choose Skyward Family Access.
2. Select Fee Management in the menu under Home and open the Make a Payment tab.
3. Click Update Payment Amount and enter the a payment amount. Click Update Cart.
4. Click Update Cart.
5. When all payments are added, make sure RevTrak is selected under Online Payment Vendor.
6. If a **new customer**, select "I am a new customer" and enter your **email address**.
If a **returning customer** select "I am a returning customer" and enter your **email address** and **password**. Select **Sign in**.
7. Enter your **Billing Information, Payment Information**, and **create a password**
8. Verify information for accuracy and select "**Complete Order**"
9. Payment will be processed and **Receipt** can be viewed and printed.
10. **Logout**