

## **Skyward Fund and Fee Collection Information for PG Parents**

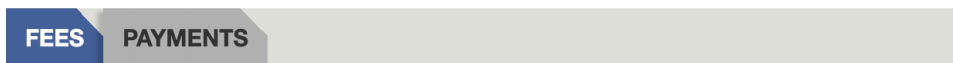
Prairie Grove School District 46 uses [Skyward](#) and [e~Funds for Schools](#) to make payments for school lunches, school fees, activities, and optional items. This allows our parents to manage their student's fees and food service in one location with the convenience of a secure online payment platform.

When an adult family member logs in to their Skyward Family Access Portal they can choose one of the following tiles for information regarding payments/purchases.






**Fees:** The “[Fees & Fee Payments](#)” tile in the “view all students” section will provide families with the ability to view each student's fees for athletics, activities, field trips, or other materials. Information under the “Fees & Fee Payments” tile in the “view all students” section is **view-only**. Families will not be able to make changes to any of the fees listed. Under the heading for a school year's totals, families will see the status of the total fees for the year showing how much has been charged, credited, and any amount currently due. Additionally, families will see if any fee amounts have been paid or waived.

Selecting the “**Fees**” tab under the “[Fees & Fee Payments](#)” tile under a specific student's name will bring up a listing of optional fees that are available. Some examples of OPTIONAL fees include items such as t-shirts, 8th grade activities or yearbooks. An available *Optional Fee* can be added to a specific student by clicking the Add to Fees link (see example below). *Optional Fees* are only available under the specific student's name and not in the “view all students” section.



#### OPTIONAL FEES

	↑ Fee Description	Fee Amount	Fee Category
 Add to Fees	8th Grade Ceremony Gown	\$21.00	G - General
 Add to Fees	8th Grade Field Trip: Picnic	\$5.00	G - General
 Add to Fees	8th Grade Trip: Great America	\$32.00	G - General

Selecting the “**Payments**” tab “**Fees & Fee Payments**” tile under a specific student’s name will bring up a listing of payments made.



**Food Service:** The current-year food service balance information is displayed when the “**Food Service**” tile is clicked. The functionality and process for accessing e~Funds for Schools through the “**Food Service**” tile is the same as the “**Fees & Fee Payment**” tile.

**Payments:** Access to e~Funds can be made through either the “**Food Service**” or “**Fees & Fee Payment**” tile by selecting “**Click Here to e~Funds Online Payment**” link located in the upper right hand corner.

 Click Here to e~Funds Online Payment

The e~Funds portal opens in a new browser tab (see illustration below), which will enable you to make a payment via the secure e~Funds Online payment system. Click on “[Fund Lunch](#)” or “[Pay for Student Fees](#)”. Either link will take you to the landing pages for making a payment on a student account.

The screenshot shows the e~Funds for Schools portal. The header is blue with the text "Welcome!". Below the header, there's a section titled "What would you like to do?" with two options: "Fund Lunch" and "Pay for Student Fees", each with a small icon. To the right of this section is a light blue box with the text: "Welcome to Prairie Grove CSD 46 Online Payment Portal. e~Funds for Schools is the District approved payment processing solution for student fees. While Skyward manages and tracks our student fees, e~Funds for Schools provides a secure and convenient payment portal for families." On the left side, there's a sidebar with the e~Funds for Schools logo and the text "Powered by Magic-Wrighter". Below the logo, it says "Prairie Grove CSD 46". The sidebar contains several menu items: "Home", "Make a Payment" (with a dropdown arrow), "Fund Lunch", "Student Fees", "Cart", "Manage Students", "Login", and "FAQ".

Your screen will switch to this once you click on “[Fund Lunch](#)” or “[Pay for Student Fees](#)”. Click on “Login” and your screen will switch to the Skyward Logo. On the Skyward logo page, there is a “[Click Here to Sign In](#)” button.

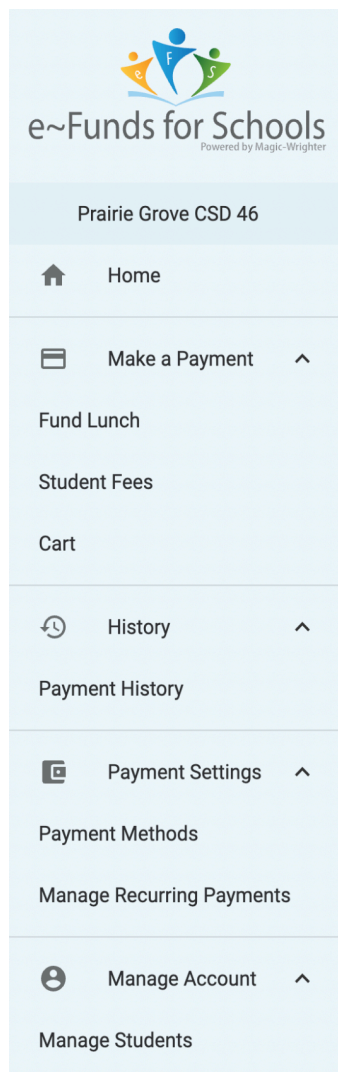
The screenshot shows the Skyward login page. At the top, there's a blue header with the text "Lookup Student(s)". Below the header, there's a section titled "We need to know which student(s) you would like to pay for." with a "Login" button and the text "Login to retrieve my information." To the right of this section is a large blue Skyward logo with the text "SKYWARD®". Below the logo is a button that says "CLICK HERE TO SIGN IN". In the bottom right corner, there's a small e~Funds for Schools logo and the text "Powered by Magic-Wrighter".

Once you have clicked on the Skyward logo button your screen should look like the original e~Funds landing page except that you will now have access to: “Make a Payment”, “History”, “Payment Settings” and “Manage Account”. By clicking on the carrot next to each topic, you will have the ability to edit your settings and make the payment. There is a FAQ link that should be able to answer many questions that you may have regarding the e~Funds for Schools webpage or functionality.

Here is a direct [link](#) for frequently asked questions in e~Funds for Schools.

We encourage each family to add an email address under the “[Manage Account](#)” carrot. An email account can be added by clicking on the “[Contact Information](#)” link under Manage Account. This field was not pre-populated from Skyward and that email account is necessary for payers to receive notifications and receipts.

e~Funds allows you to use a credit card/debit card or a direct debit (electronic check).



## Payment Information

### Add or remove payment methods

Clicking a payment method will set it as your preferred payment method.

No registered payment methods.

Please register a payment method.

NEW CREDIT CARD

NEW DIRECT DEBIT

**\*\*\*Paying student fees online is FREE to families choosing to pay using the direct debit (electronic check) option.\*\*\***

Families choosing to pay using a credit card or debit card will be charged a card convenience fee in the amount of \$2.85 per \$100.00 increment. Charging a convenience fee allows the District to keep fees as low as possible, and passes on the total cost of card processing to families choosing to use this option.

We encourage parents/guardians to make payments directly through Skyward and e~Funds to increase efficiency and security at our schools.

If you must pay by cash, please email [jmarchik@dist46.org](mailto:jmarchik@dist46.org) to set up an appointment.

For questions of initial difficulty accessing the e~Funds for Schools links, please contact the PG 46 business office at: 815-893-6176 or [jmarchik@dist46.org](mailto:jmarchik@dist46.org).