



## Paying School Fees Online in Skyward

- LOGIN to Skyward Family Access  
[www.d123.org/familyaccess](http://www.d123.org/familyaccess)

- Click on FEE MANAGEMENT

Regardless of which student's account you are viewing, you can select Fee Management from the left-hand menu.

- Click MAKE A PAYMENT

You will see all of your students' names and options to make Fee and/or Food Service account payments.

- Click UPDATE PAYMENT AMOUNT

You can now add funds to your student's account. You can select Food Service or Fee Management from this screen.

The REQUIRED FEES are listed on the top portion of your screen.

- CHECK the BOX of the FEE you want to PAY

The OPTIONAL FEES are listed on the bottom portion of your screen.

- Simply ADD the optional fee and it will appear above.
- Again, CHECK the BOX of the FEE you want to PAY
- UPDATE CART.

Family Access [User Name] My Account Email History Exit

SKYWARD All Students District Links

Home | Calendar | Grades | Attendance | Student Info | Food Service | Schedule | Discipline | **Fee Management**

**Fee Management**

Unpaid Balance

[Student Name] (Oak Lawn-Hometown Middle Sch): **\$162.50**  
[Student Name] (Oak Lawn-Hometown Middle Sch): \$0.00

[Student Name] (Oak Lawn-Hometown Middle Sch) **View Fees** | View Payments | View Totals | **Make a Payment** | Add a Fee

School Year	Due Date	Fee Description	Amount Charged	Amount Paid	Amount Due	Payor Name	Pay Plan ID
2015	Sun Jul 27, 2014	BOOK FEE	\$101.50	\$0.00	\$101.50	DANIEL R. LAGIOIA	
2015	Sun Jul 27, 2014	TECHNOLOGY FEE	\$61.00	\$0.00	\$61.00	DANIEL R. LAGIOIA	

[Student Name] (Oak Lawn-Hometown Middle Sch) **Make a Payment** | Add a Fee

There is no Fee Management information available for this student.

Online Payment Entry for User: [Student Name]

Online Payment Vendor: RevTrak : Pay with Vendor Empty Cart Back

I would like to make an online payment for: (Please click the Update Payment Amount button to select an item to pay)

**Student 1** [Student Name] Total Payment: [Student Name] : 0.00

Food Service Payment: 0.00 Update Payment Amount Clear Items Current Balance: 1.00

Fee Management Payment: 0.00 **Update Payment Amount** Clear Items Balance Due: 162.50

**Student 2** [Student Name] Total Payment: [Student Name] : 0.00

Food Service Payment: 0.00 Update Payment Amount Clear Items Current Balance: 9.45

Fee Management Payment: 0.00 Update Payment Amount Clear Items Balance Due: 0.00

Total Payment for all Students: 0.00

Update Fee Management Payment For [Student Name]

Fees due for student: [Student Name]

Due Date	Description	Amount Due	Pay Charge	Pay Amount	Remaining Balance	En
07/27/2014	BOOK FEE	101.50	<input checked="" type="checkbox"/>	0.00	101.50	00
07/27/2014	TECHNOLOGY FEE	61.00	<input type="checkbox"/>	0.00	61.00	00

**Required Fees**

2 records displayed

Total Payment Amount for Selected Charges: 0.00 Update Cart

Fees that can be added to this student's account [Display Fees] **Optional Fees**

Description	Amount	Entity	Schl Yr	Why would I add this fee?	Add Fee?
General: ED FOUNDATION	10.00	001	2015	ED FOUNDATION DONATION	Add
General: GYM LOCK	5.25	001	2015		Add
General: GYM SHIRT	6.00	001	2015		Add
General: GYM SHORTS	9.00	001	2015		Add

4 records displayed

You will now see that the FEE MANAGEMENT PAYMENT has been updated. Continue this process for your other students and/or Food Service payments.

- Click PAY WITH VENDOR when all fees have been selected
- Click SUBMIT PAYMENT
- VERIFY payment amount
- Select GO TO CHECKOUT

You will now be redirected to RevTrek and asked to login. This login and account is not associated with D123 or Skyward. It is maintained solely by RevTrek.

\*\*\*We recommend you use the same email address and password that you are using for Skyward.\*\*\*

### For NEW USERS

- Select I AM A NEW CUSTOMER
- Enter your EMAIL ADDRESS
- Enter your BILLING INFORMATION
- Enter your PAYMENT INFORMATION
- CREATE a PASSWORD

### For RETURNING USERS

- Enter your EMAIL ADDRESS
- Enter your PASSWORD
- Select SIGN IN using our secure server

VERIFY information for accuracy and select COMPLETE ORDER. The payment will be processed and a receipt will be emailed to you. You can also view or print the receipt for your records.

**All payments, including Food Service payments, will be recorded immediately on your student's account in Skyward.**