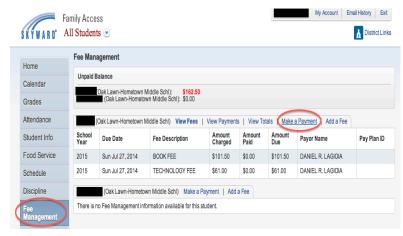
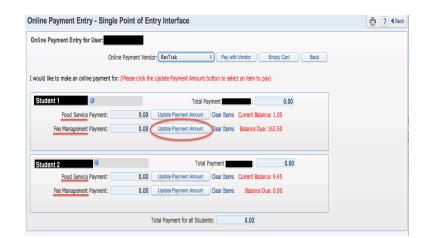


Paying School Fees Online in Skyward

- LOGIN to Skyward Family Access <u>www.d123.org/familyaccess</u>
- 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.



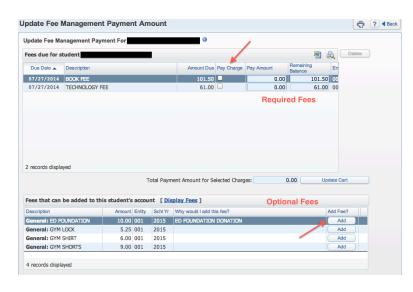


The REQUIRED FEES are listed on the top portion of your screen.

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.



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.

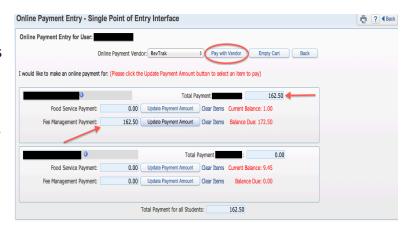
For NEW USERS

- 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.