



# RevTrak Account Setup

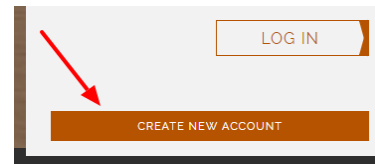
## Create an Account

1. Visit the District website at [www.richland.k12.wi.us](http://www.richland.k12.wi.us) and click on the Online Payments button to take you to the Online Payment Portal.

2. Click on LOGIN, located on the white menu bar



3. On the dialog box, click on CREATE NEW ACCOUNT



4. Fill out all information as indicated and click on CREATE ACCOUNT.



## Add Funds to Skyward Family Lunch Account

1. From the Online Payment Portal, click on Skyward Food Service Payments, located in the lower left-hand corner of the screen.



2. Enter your SKYWARD FAMILY ACCESS credentials and click log in.

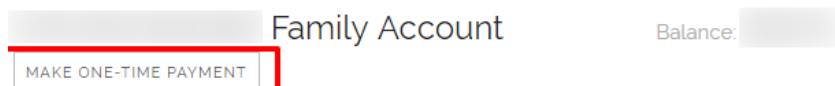
SKYWARD - PLEASE LOG IN

Please Enter Your Skyward Family Access Credentials Below


3. Click on MAKE ONE-TIME PAYMENT and follow the prompts to automatically add money to your Cart.

## FOOD ACCOUNTS

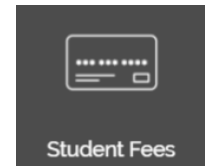


4. Prior to checking out, you may add additional payments of school fees or School Lunch Account to your Cart. Click BROWSE to navigate to Skyward Food and Student Fees.

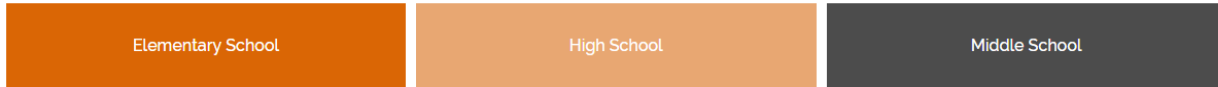
*NOTE: A service fee will be charged by RevTrak, based on a percentage of sales. There are no additional transactions fees added.*

## Pay Student Fees Online

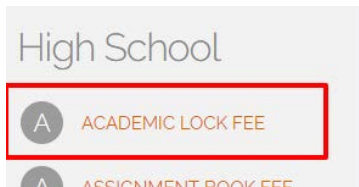
1. From the Online Payment Portal, click on Student Fees, located in the lower right-hand corner of the screen (Skip if navigating using BROWSE).



2. Choose the appropriate School for your Child(ren).



3. Once your school is chosen, select the fee you would be wanting to pay.



### ***If your Child's Name is shown under the specific fee, skip to Step 5***

4. Enter your Child's Last Name and Student ID (Found on both Family Access and on Page 2 of the packet distributed at Super Registration) and click ADD STUDENT INFORMATION. Repeat this process for any additional children to pay this fee. **NOTE: Some fees may not require you to add student information.**

A form titled "Add New Student Information" with a dropdown arrow. It contains two input fields: "Last Name" and "Student ID". Below the fields is a blue button labeled "ADD STUDENT INFORMATION".

5. Click ADD TO CART for the selected fee and specific child.



6. Prior to checking out, you may add additional payments of school fees or School Lunch Account to your Cart. Click Browse to navigate to Skyward Food and Student Fees.

7. When all fees have been added, click CART to Checkout. Follow the online prompts to add payment information, if necessary.



**NOTE:** A service fee will be charged by RevTrak, based on a percentage of sales. There are no additional transactions fees added.