



*Learning For All • Whatever It Takes*

## **NOW AVAILABLE: ONLINE STUDENT FEES AND MEAL PLAN PAYMENTS/BALANCES**

As a convenience to parents, Geary County USD 475 now provides parents an easy way to add money to their student's food service account and to pay for school related fees. Online payments can be made into food service accounts and for fees through the Skyward Family Access parent portal they currently use. We have contracted with RevTrak, a national credit card payment processor, to provide a secure site for making payments.



### **Online Payments Are Currently Being Accepted!**

Parents can make payments online while on their home or work computer, any time of the day. If their student's food service balance is low, it only takes a few minutes to add money to it using their Discover, VISA or MasterCard credit or debit card. Payments are made through the student's Skyward Family Access account. A link to Family Access can be found on the school district's website at <http://www.usd475.org>.

#### **To Make Online Payments the parent will need:**

- **Discover, Visa, or MasterCard (Debit or Credit Card)** – card number & expiration date
- **Skyward Family Access Login and Password**

Payments made through Family Access will immediately be posted to the student's food service account. All credit card statements will show the payment has been made to Geary County USD 475.

**Please visit Geary County USD 475 website for future updates.**

Geary County USD 475  
123 N. Eisenhower  
Junction City, KS 66441  
<http://www.usd475.org>



See reverse side for payment instructions.

# Instructions for Making a Payment

- Visit the Geary County Schools website at <http://www.usd475.org>
- Click on the “**Skyward**” button in center of window
- Click “**Login**” from the Skyward Family Access Portal menu
- **Login** to Skyward Family Access
- Select “**Food Service**” from the General Information menu on the left
- **View Balance** and select “**Make Online Payment**”
- **Enter payment amount** and click “**Pay with RevTrak**”
- You will be redirected to the Geary County Schools Web Store
- **Verify payment amount** and select “**Go to Checkout**”
- If you are a **new customer**, select “**I am a new customer**” and enter your **email address** (you will create a password later). If you are a **returning customer**, select “**I am a returning customer**” and enter your **email address** and **password**.
- Select **Sign in**
- Enter your **Billing Information, Payment Information, and create a password**
- **Verify information for accuracy** and select “**Complete Order**”
- Payment will be processed and **Receipt** can be viewed and printed

**Your Shopping Cart**  
Create an account with us, and make reordering a snap!  
Enter your email address:   
 I am a new customer  
(You'll create a password later)  
 I am a returning customer  
and my password is   
Sign in using our secure server  
Forgot your password? Click here.

Step 1: ViewCart Step 2: Billing Step 3: Shipping Step 4: Receipt  
**Shopping cart contents:**  

	Price	Qty	Total
Skyward Food Service Payment	\$50.00	1	\$50.00

**Total: \$50.00**  
= RETURN TO CART  
**BILLING INFO:**  
\* First Name:  \* Last Name:   
\* Address 1:  Address 2:   
\* City or Province:  State / Country:  /   
\* Zip Code:  \* Telephone:   
**\* PAYMENT INFO:**  
Credit Card Number:  Cardholder Name: (as printed on card)   
\* Payment Type:  Expires:  /