

Adding Money to a Lunch Account via Family Access

1. Login to Family Access.
2. Select **Food Service** from the left menu.
3. Click **“Make a Payment”**.

The screenshot shows a web interface with a left-hand navigation menu containing 'Student Info', 'Food Service', 'Schedule', and 'Report Cards/Report Directory'. The main content area is titled 'Food Service Messages/Links' and includes a sub-header '(Curtis Senior High)'. Below this, there is a paragraph of text explaining that lunch applications must be updated annually and providing instructions on how to complete a Food Service App. At the bottom of the main content area, there are three buttons: '(Curtis Senior High)', 'View Totals', and 'Make a Payment'. The 'Make a Payment' button is highlighted with a red rectangular box.

4. Click **“Update Payment Amount”** and type in the amount to be added.

The screenshot displays the 'Online Payment Entry - Single Point of Entry Interface'. At the top, it says 'Online Payment Entry for User:' followed by 'Online Payment Vendor: RevTrak'. A red box highlights the 'RevTrak' dropdown menu, with the number '6' above it. To the right of the dropdown are two buttons: 'Pay with Vendor' (highlighted with a red box) and 'Empty Cart'. Below this, a red instruction reads: 'I would like to make an online payment for: (Please click the Update Payment Amount button to select an item to pay)'. In the center, there is a 'Total Payment' section with a '0: 0.00' value. Below that, 'Food Service Payment: 0.00' and 'Fee Management Payment: 0.00 (Insufficient Access)' are shown. A red box highlights the 'Update Payment Amount' button, with the number '4' above it. To the right, 'Clear Items' and 'Current Balance: 27.90' are visible. A 'Total Payment for all Students:' label is at the bottom. A pop-up window titled 'Update Food Service Payment Amount' is overlaid on the right. It contains a table with the following data:

Update Food Service Payment For	
Prior Year Balance:	35.75
+ YTD Payments:	97.55
- YTD Purchases:	105.40
Current Balance:	27.90
* Payment Amount:	1.00

A red box highlights the 'Update Cart' button in the pop-up, with the number '5' above it. At the bottom of the pop-up, it says 'Asterisk (*) denotes a required field'.

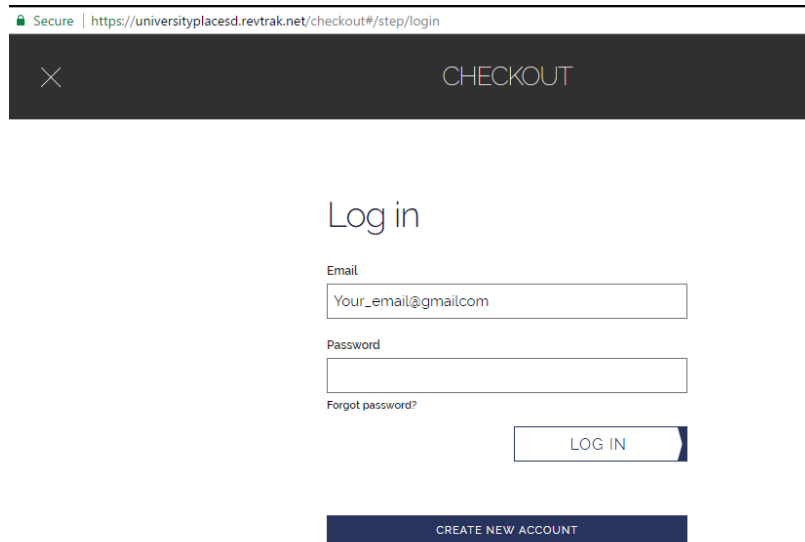
5. Next click **“Update Cart”**. Repeat for each additional student. This screen will show all active students within the family.

6. Click **“Pay with Vendor”**

The screenshot shows a 'Submit Payment' dialog box with a blue header. The main text asks, 'Are you sure you are ready to submit the payment?'. At the bottom, there are two buttons: 'Yes' (highlighted with a red box) and 'No'.

7. Answer the question, “Are you sure you are ready to submit the payment?” **Yes** (this will launch the RevTrak website)

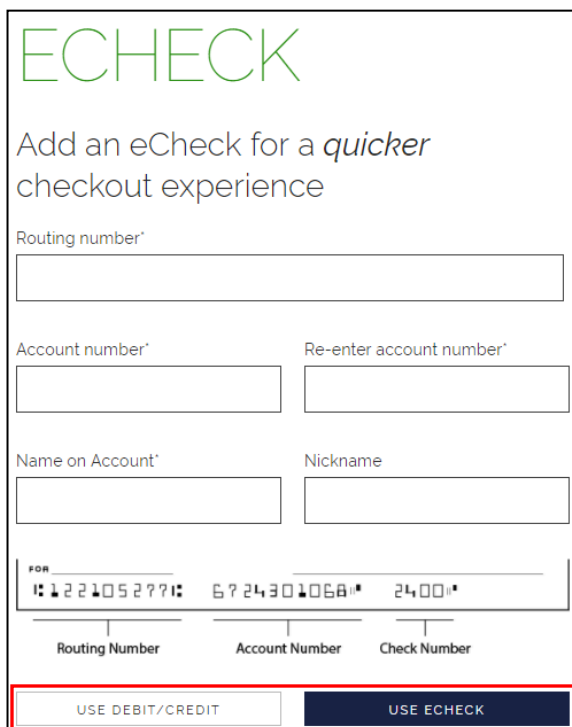
You have now entered the RevTrak website to make your online purchase.



The screenshot shows a web browser window with the URL <https://universityplacesd.revtrak.net/checkout#/step/login>. The page has a dark header with a close button (X) and the word "CHECKOUT". Below the header is a "Log in" section with the following elements:

- Email input field containing "Your_email@gmail.com"
- Password input field
- Link for "Forgot password?"
- "LOG IN" button
- "CREATE NEW ACCOUNT" button

8. Enter your **Email address** and **Password** for returning customers. If new, select Create New Account and follow the prompts. This area has been redesigned but your old password still works. If you do not remember your password, select the Forgot Password link and enter your email address and the system will send you an email to reset.
9. Determine if you will write an **eCheck** or use a **Debit/Credit** Card as your payment type.



The screenshot shows the "ECHECK" payment form. It includes the following fields and elements:

- ECHECK logo
- Text: "Add an eCheck for a *quicker* checkout experience"
- Routing number* input field
- Account number* and Re-enter account number* input fields
- Name on Account* and Nickname input fields
- FOR label above a field containing a check number: 1221052771 6724301068 2400
- Labels below the check number: Routing Number, Account Number, Check Number
- Buttons: "USE DEBIT/CREDIT" and "USE ECHECK" (highlighted with a red box)

If you decide to use an eCheck complete this screen with your banking information and select the USE CHECK button. Your checking account will be charged right away.

10. If the **Use Debit/Credit** option is selected and you are a returning customer, any existing card information will show on the screen below. If you are a new customer, select the desired payment option and complete the screen.

11. Click **ADD CARD**

The screenshot shows a 'PAYMENT' screen with a 'VERIFY' button in the top right. Under the heading 'ECHECKS', there is a green 'ADD ECHECK' button. Under the heading 'DEBIT/CREDIT CARDS', there is a green 'ADD CARD' button highlighted with a red border. To the right of these buttons is a text box that reads: 'Returning customers will see existing saved eChecks or cards listed here. Click on an option to select for payment, edit an expiration date, or remove to the trash can.' At the bottom of the screen is a dark blue 'CONTINUE' button.

12. Enter your card information and choose to save card or uncheck to enter each time.

13. Select **Continue**

The screenshot shows an 'ADD CARD' screen with logos for Discover, MasterCard, and VISA at the top. Below the logos are four input fields: 'card number*', 'name', 'expiration*' (with 'Month' and 'Year' dropdown menus), and 'nickname'. A checkbox labeled 'SAVE CARD' is checked. At the bottom, there are two buttons: 'CANCEL' and 'CONTINUE', with the 'CONTINUE' button highlighted by a red border.

14. Review and verify your order; select the green **Place Order** to finalize your payment.

VERIFY

Review & Submit

BILLING EDIT

BILL TO:
[Faded text]

PAYMENT METHOD EDIT

VISA Visa
[Faded text]

ITEMS

SKYWARD FOOD SERVICE PAYMENT	\$1.00
Quantity: 1	
For: [Faded text]	

SUB TOTAL	\$1.00
SERVICE FEE	\$1.00
TOTAL	\$2.00

PLACE ORDER

Note: There is a \$1.00 service charge per transaction.