

# Shelton School District

## ONLINE PAYMENTS NOW AVAILABLE!

For your convenience, the Shelton School District has contracted with RevTrak, a national credit card payment processor, to provide you a simple, secure, and convenient way of making online payments to your child's school food service account. Parents register through the Skyward Family Access parent portal, and then pay online with VISA, MasterCard, or Discover credit or debit cards. Our Web Store accepts payments over the internet 24/7.

### Pay the Following Fees Online:

- Food Service

Parents can make payments online while on their home or work computer, any time of the day. It only takes a few minutes to make a payment using a VISA, MasterCard, or Discover credit or debit card. The convenience of paying online is further enhanced when parents access the store and see a familiar shopping cart (just like shopping online).

### To make an online payment follow these simple steps:

- Visit our Web Store at <https://www.sheltonschools.org>
- Click on the **Skyward Family Access**
- Follow prompts to shop
- Make payment using a **VISA, MasterCard, or Discover** debit or credit card

A payment receipt will be emailed to the address used when setting up the web store account. To view/print previous online payments or to update login information please click on **My Account**.

Shelton School District  
700 S. 1<sup>st</sup> Street  
Shelton, WA 98584  
<https://www.sheltonschools.org/>



See reverse side for detailed instructions

## Payment Instructions for the Shelton School District Web Store

- Visit our Web Store at <http://shelton.revtrak.net>
- Click on the **Food Service Payments** button
- When you select **Skyward Payments**, you will be redirected to the parent portal
- **Login** to Skyward Family Access
- Click on the **Food Service** button
- Update **Payment Amount** for multiple students
- Update **Cart**
- Follow prompts
- Select **Pay with Vendor** (you will be redirected to your shopping cart in the Web Store)
- When all fees are in shopping cart, click **“Go to Checkout”**
- If you are a **new customer**, select **“I am a new customer.”** Enter your email address and **“Sign In.”** If you are a **returning customer**, select **“I am a returning customer.”** Enter your email address, password, and select **“Sign In”**.
- Enter your **billing** and **payment information. Create a password** if required.
- Verify information for accuracy and select **“Complete Order”**.
- **Payment will be processed** and Receipt can be viewed and printed. A copy of your receipt will also be sent to the email address provided during account set up.
- **Logout** (A logout link can be found under **My Account**)

Online Payment Entry - Single Point of Entry Interface

Online Payment Vendor: REVTRAK

I would like to make an online payment for:

Student Name	Food Service Payment	Fee Management Payment	Total Payment
OATLEYSR, BONG N	0.00	0.00	OATLEBON000: 0.00
Oatleysr, Hector O	0.00	0.00	OATLEHEC000: 0.00
Oatleysr, Leani L	0.00	0.00	OATLELD000: 0.00

Update Food Service Payment Amount - Entity 400 ...

Update Food Service Payment Amount

Update Food Service Payment For BONG N OATLEYSR

Prior Year Balance:	0.00
+ YTD Payments:	0.00
+ Pending Payments:	394.00
- YTD Purchases:	0.00
Current Balance:	0.00
* Payment Amount:	5.00

Update Cart

Asterisk (\*) denotes a required field

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: Order Info Step 3: Payment Step 4: Receipt

Shopping cart contents:	Price	Qty	Total
Baseball Notes: xxxxxx 1st participant? 2-4 grade 2nd participant part 2: 2-4	\$90.00	1	\$90.00
Total:			\$90.00
Order Total:			\$90.00

RETURN TO CART

**BILLING INFO:**

\* First Name:  \* Last Name:

\* Address 1:  Address 2:

\* City or Province:  \* State / Country:  /

\* Zip Code:  \* Telephone:

**ACCOUNT INFO:**

\* Email Address:  \* Password:  [See Hints](#)

john\_anderson@demo.com

\* Please re-enter password:

\* Required field

[Continue](#)