



Rev. 7/1/2016

For your convenience Wisconsin Rapids Public Schools has added a Fee Management area to Skyward Family Access. This allows you to view school fee activity that relates to your child including charges and payments of Book and Material Fees, Library Fines, Course Fees, and other miscellaneous fees and fines. You can make payment on the fees/fines by sending a check or cash to the school office or you can make an online payment using a Discover, MasterCard, or VISA credit or debit card through our payment vendor RevTrak. The online payment feature will allow you to make a payment on multiple fees and for multiple students with one transaction. If using the online payment feature, there will be a 3.61% service fee added at checkout.

To view the Fee Management area, log into Family Access and click on [Fee Management](#). From here you will be able to view fees/fines and payments for your students and make a payment.

The screenshot shows the 'Fee Management' section of the Skyward Family Access portal. On the left is a vertical navigation menu with options: Home, Online Enrollment Verification, Calendar, Gradebook, Attendance, Student Info, Schedule, Discipline, and Fee Management (highlighted). The main content area is titled 'Fee Management' and includes an 'Unpaid Balance' section showing 'Emily: 0.00'. Below this is a navigation bar with links: 'View Fees', 'View Payments', 'View Totals', 'Make a Payment', and 'Add a Fee'. A table displays fee activity:

School Year	Due Date	Fee Description	Amount Charged	Amount Paid	Amount Due
2015	Tue Sep 2, 2014	Book/Material F	45.00	45.00	0.00
2015	Tue Sep 2, 2014	Parking Permit	25.00	25.00	0.00

This screenshot shows a vertical navigation menu with the following items: Home, Online Enrollment Verification, Calendar, Gradebook, Attendance, Student Info, Schedule, Discipline, **Fee Management** (highlighted with a red box), Portfolio, and Skyler.

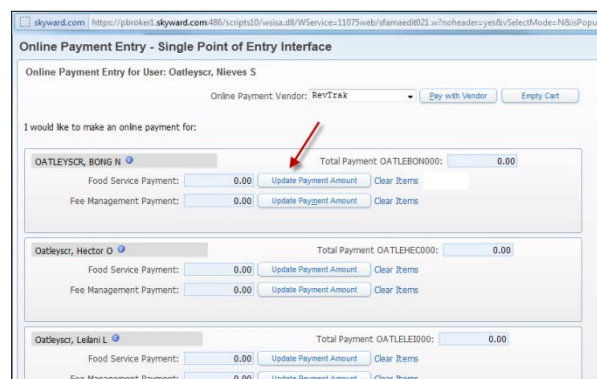
On the [View Fees](#) screen you will see fees that were charged this year and any outstanding fees from previous years.

On the [View Payments](#) screen you will see any payments that have been made so far this school year. You can click on the printer icon at the end of the line to print a receipt of the payment.

You can send cash or check to your school office to cover any outstanding fees or follow the instructions on the reverse side to make an online payment.

To make an online payment:

- Click on **Make a Payment**
- 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)
- Double check fees in cart, and click **“Go to Checkout”** if all fees are correct

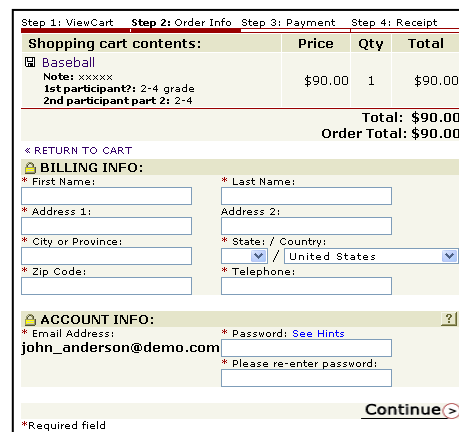
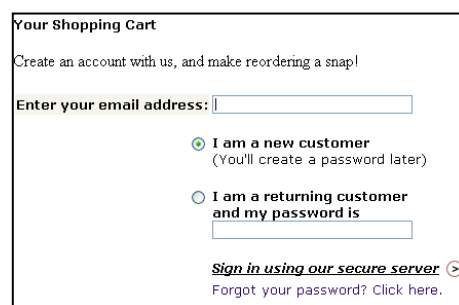


**PLEASE NOTE: If adjustments need to be made to your payment in Family Access:**

- Please **"Empty"** your shopping cart
- **Sign out of Family Access**
- **Sign back in to Family Access** to start over

**DO NOT USE BACK BUTTON TO MAKE ADJUSTMENTS**

- 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**)



If you have any questions on the Fee Management area in Skyward, please contact your school office.