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](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. 1st 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](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**).