

Family Access Payment Instructions

- **Login** to Skyward Family Access
- Select **“Food Service”** from **“General Information”** menu on the left
- Select **“Make a Payment”** by one child's name (this is a family account)
- Select **“Update Payment Amount”**, enter amount and select **“Update Cart”**
- Select **“Pay with Vender”** Verify payment amount and
- select **“Go to Checkout”**

If a **new customer**, select **“I am a new customer”** and enter your **email address**. If 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

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: <input type="text" value="Glory"/>	* Last Name: <input type="text" value="Birosscr"/>
* Address 1: <input type="text" value="1679 Scramble avenue"/>	Address 2: <input type="text"/>
* City or Province: <input type="text" value="Nowhere"/>	State / Country: IL <input type="text"/> / United States <input type="text"/>
* Zip Code: <input type="text" value="55555"/>	* Telephone: <input type="text" value="(555) 028-7082"/>

🔒 * PAYMENT INFO: ?

Credit Card Number: <input type="text" value="4111111111111111"/>	Cardholder Name: (as printed on card) <input type="text" value="Glory Birosscr"/>
* Payment Type: Visa <input type="text"/>	Expires: 11 <input type="text"/> / 2010 <input type="text"/>

- Verify information for accuracy and select **“Complete Order”**
- Payment will be processed and **Receipt** can be viewed and printed.
- **Logout**