

## Summer School Payment Instructions

**Summer School Fees can be paid NOW through Sunday, June 4<sup>th</sup>.**

Only classes with a materials fee have a cost. Payment can be made online or by check. Preferred payment is online via Skyward Family Access using Fee Management. All students in a family can be paid with one transaction. A single \$2.50 convenience fee will be added for each transaction. All payments are transferable to a different class, but not refundable.

1. Go to <http://www.merton.k12.wi.us> and click on the **Family** tab. On the Family homepage, click on **Skyward Family Access**. Login with your Skyward username and password. If you do not remember your username and password, click on the link "**Forgot your login or password**".
2. To view the course fees, click on **Fee Management**. Click on **Make a Payment**.
3. For each child, on the **Fee Management Payment** line, click **Update Payment Amount**. At this point you are committing that your child will take the classes you are making payments for. If any changes are needed, click **Back** and contact Dawn Baumgartner ([BaumgartnerD@merton.k12.wi.us](mailto:BaumgartnerD@merton.k12.wi.us)). If classes are correct, click **Update Cart**. Repeat this step for each child.
4. Once the **Fee Management Payment** lines have been updated for all of your children, click **Pay with Vendor**.
5. After verifying the amount, click on **Go to Checkout**. A single \$2.50 convenience fee will be added for each transaction.
6. If a **new customer**, select "**I am a new customer**" and enter your **email address** (you will create a password later). If a **returning customer**, select "**I am a returning customer**" and enter your **email address and password**. *(Please Note: The RevTrak password is not the same as the Skyward password and was not issued by the district.)*
7. Select **Sign In**. Enter your **Billing Information, Payment Information, and create a password** *(Make payment using a Discover, VISA or MasterCard debit or credit card)* Verify information for accuracy and select "**Complete Order**". Payment will be processed and a receipt can be viewed and printed. **Logout**. Click on **Fee Management** to refresh the screen and you should see your payment reflected on the screen.
8. Payment can also be made by check. Total fees for all Summer School classes, for your whole family, can be paid for with one check. Please drop off or mail in a copy of the printed schedule for each child with a check written out to: **Merton Schools**. Payments made with cash needs to be brought to Merton Primary School Business Office. Our mailing address is: **Merton Summer School, P.O. Box 15 Merton, WI 54056**. You must pay by June 4th, 2017.
9. Once Merton receives and verifies your payment for classes, we will secure your class(es) for your child(ren). Payments are transferable to a different class, but not refundable.