



N O W A V A I L A B L E ! ONLINE PAYMENTS FOR FOOD SERVICE

As a convenience to parents, the Merton Community School District now provides parents an easy way to add money to their child's food service account and to pay for school fees. Online payments can be made through the Skyward Family Access parent portal they currently use. We have contracted with RevTrak, a national credit card payment processor, to provide a secure site for making payments.



Online Payments Are Easy And Convenient!

Parents can make online payments from home or work, 24/7. If their child's food service balance is low, it only takes a few minutes to add money to it using their VISA or MasterCard credit or debit card. Payments are made through the student's Skyward Family Access account.

To make online payments:

- Visit our district website www.merton.k12.wi.us
- Click on the "Family" tab then click on the "Skyward Family Access" link
- Log in to **Skyward Family Access** (you will need your Login and Password)
- Use your **MasterCard** or **VISA (Debit or Credit Card)** – card number & expiration date required

Payments made through Skyward Family Access will immediately be posted to the student's account. Parents will be charged a small fee for the convenience of making an online payment.

Please visit the Merton Community School District web site for future updates.

Merton Community School District
PO Box 15
Merton, WI 53056
www.merton.k12.wi.us



Please see reverse side for detailed online payment instructions.

Family Access Payment Instructions

- **Login** to Skyward Family Access
- Select “**Food Service**” from “General Information” menu on the left
- View Balance and select “**Make Online Payment**”
- **Enter payment amount** and select “**Pay with RevTrak**”
- 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

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