

Online Payments in Merton's Skyward Family Access

Payments will be processed on a secure site, powered by RevTrak.

Instructions

1. Log into **Skyward Family Access** ([Skyward](#)) or click on the Skyward icon located on the Merton Homepage at www.merton.k12.wi.us or under Families and Resources choose Skyward Family Access.
2. Select Food Service or Fee Management and open the Make a Payment tab. (This guide proceeds through Food Service first, followed by Fee Management.)
3. Click Update Payment Amount and enter the a payment amount. Click Update Cart.
4. To make a Fee Management Payment, locate the appropriate child and click Update Payment Amount.
5. Click Update Cart.
6. When all payments are added, make sure RevTrak is selected under Online Payment Vendor.
7. 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**.
8. Enter your **Billing Information**, **Payment Information**, and **create a password**
9. Verify information for accuracy and select "**Complete Order**"
10. Payment will be processed and **Receipt** can be viewed and printed.
11. **Logout**

