## Paying Fees in Skyward Family Access

Skyward Family Access Login as parent on the <u>Vicksburg Schools Skyward Parent Portal</u>

Home	Fee Man	agement								
	Unpaid Balance					Print Reports				
Gradebook	(Vicksburg High School): 94.00						Invoice			
Attendance Student Info	. (Vic	ksburg High School)	View Fees   View P	ayments   Vie	w Totals   👖	fake a Payment	Add a Fee			
Schedule	School Year	Due Date	Fee Description	Amount Charged	Amount Paid	Amount Due	Remaining Due	Payor Name	Pay Plan ID	
Fee Management	2020	Fri Nov 8, 2019	AP Seminar S1	94.00	0.00	94.00	94.00			
Activities										
Portfolio										
Skylert										
Login History										

- 1. Once logged in, click the Fee Management tab on the left.
- 2. If paying a **Required Fee**, such as an AP Course Fee, just click Make a Payment.
- 3. If paying an **Optional Fee**, such as Art Fee or Photo Fee, click Add a Fee click Add, then Back.
- 4. Click Make a Payment after reviewing all fees.
- 5. This will take you to RevTrak's website.

Victoburg Community School					BROWSE 🗸	SERVICES ~	HOME	LOGIN	CART
Skyward		Log Dur. Of Skysand		Skyward Default Rem					
ALL	REQUIRED FEES								
REOURED FEES OPTIONAL FEES	APSEM AP Seminar Exam AP Seminar St Due Nov 8, 2039	\$	94.00 add to cart						

Fee Payments

- 1. Click the Add to Cart button to add each student's fees to your shopping cart.
- 2. To make a payment, click the price to pay in full or enter partial payments directly into the "\$" fields.
- 3. Click Add to Cart button.
- 4. Confirm all items in the cart and click Checkout to proceed to the Web Store.

## CHECKOUT

VERIFY	
Review & Submit	
BILLING	EDIT
BILLTO	
PAYMENT METHOD	CHANGE
VISA Visa	
ITEMS	
AP SEMINAR EXAM Quantity: 1 For:	\$94.00
SUB TOTAL TOTAL	\$94.00 <b>\$94.00</b>

Checkout

- 1. Log in to the Web Store. For first time customers, you will create your Web Store account. Your email address and password will be used to log in for future transactions.
- 2. Enter your payment method and credit card info, and click Continue.
- 3. Verify the information in the Review & Submit Window.
- 4. After verifying your information, click Place Order to process your transaction and view your receipt. You will also get a receipt sent to your email address.