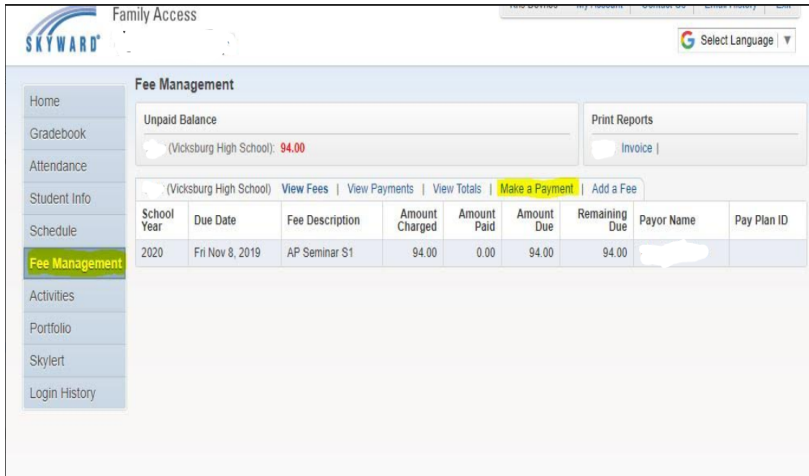


## Paying Fees in Skyward Family Access



The screenshot shows the Skyward Family Access interface. On the left is a navigation menu with options like Home, Gradebook, Attendance, Student Info, Schedule, Fee Management (highlighted), Activities, Portfolio, Skyler!, and Login History. The main content area is titled 'Fee Management' and shows an 'Unpaid Balance' of \$94.00 for Vicksburg High School. Below this is a table of fees:

School Year	Due Date	Fee Description	Amount Charged	Amount Paid	Amount Due	Remaining Due	Payor Name	Pay Plan ID
2020	Fri Nov 8, 2019	AP Seminar S1	94.00	0.00	94.00	94.00		

Buttons for 'View Fees', 'View Payments', 'View Totals', 'Make a Payment', and 'Add a Fee' are visible above the table.

### Skyward Family Access

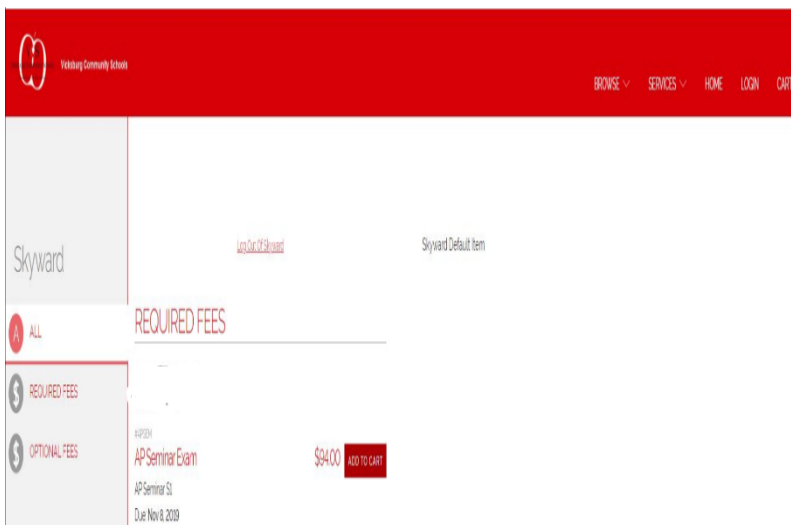
Login as parent at

<https://www.vicksburgschools.org/parent-links/parent-portals/>

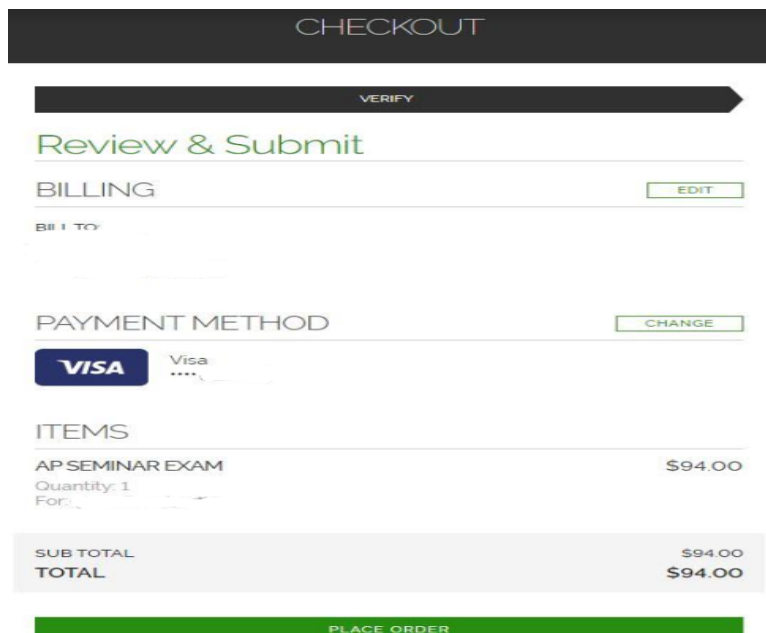
1. Click the Fee Management tab on the left.
2. If paying a **Required Fee**, such as an AP Course Fee, just click Make a Payment.
3. If paying an **Optional Fee**, such as Art Fee or Photo Fee, click Add a Fee - click Add, then Back.
4. Click Make a Payment after reviewing all fees.
5. This will take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

### 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.



The screenshot shows the Vicksburg Community Schools Web Store. The top navigation bar includes 'BROWSE', 'SERVICES', 'HOME', 'LOGIN', and 'CART'. The main content area is titled 'REQUIRED FEES' and lists an 'AP Seminar Exam' for \$94.00 with an 'ADD TO CART' button. The page also shows a 'Skyward' logo and a 'Log Out of Skyward' link.



The screenshot shows the 'CHECKOUT' page. It features a 'VERIFY' button at the top, followed by a 'Review & Submit' section. Below this is a 'BILLING' section with an 'EDIT' button. The 'PAYMENT METHOD' section shows 'VISA' as the selected method with a 'CHANGE' button. The 'ITEMS' section lists 'AP SEMINAR EXAM' for \$94.00. At the bottom, the 'SUB TOTAL' and 'TOTAL' are both \$94.00, with a 'PLACE ORDER' button.

### Checkout

- 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.
- Enter your payment method and credit card info, and click Continue.
- Verify the information in the Review & Submit Window.
- 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.