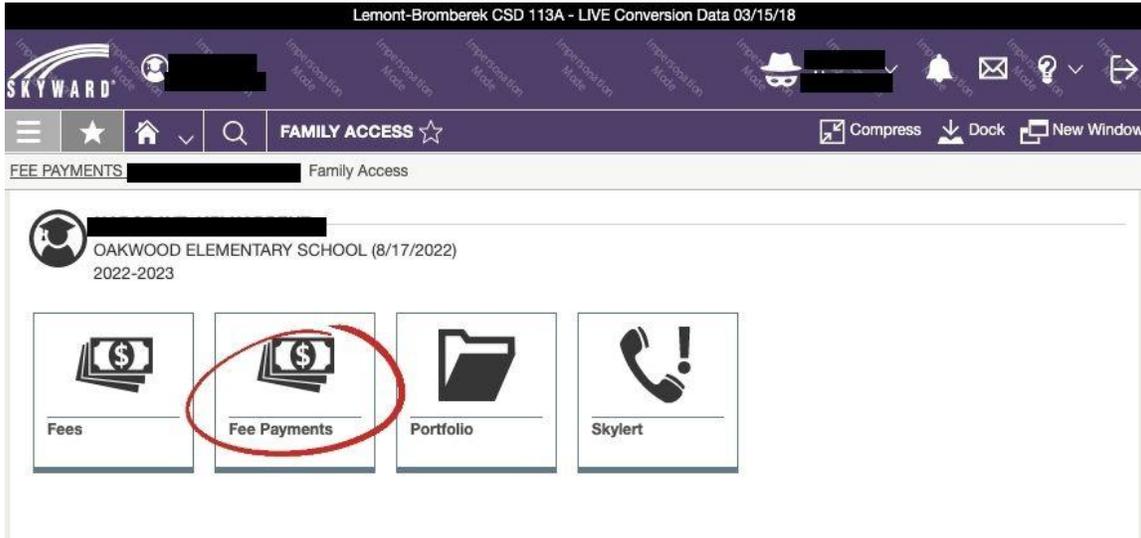


## **Paying Fees Through Your Skyward Account**

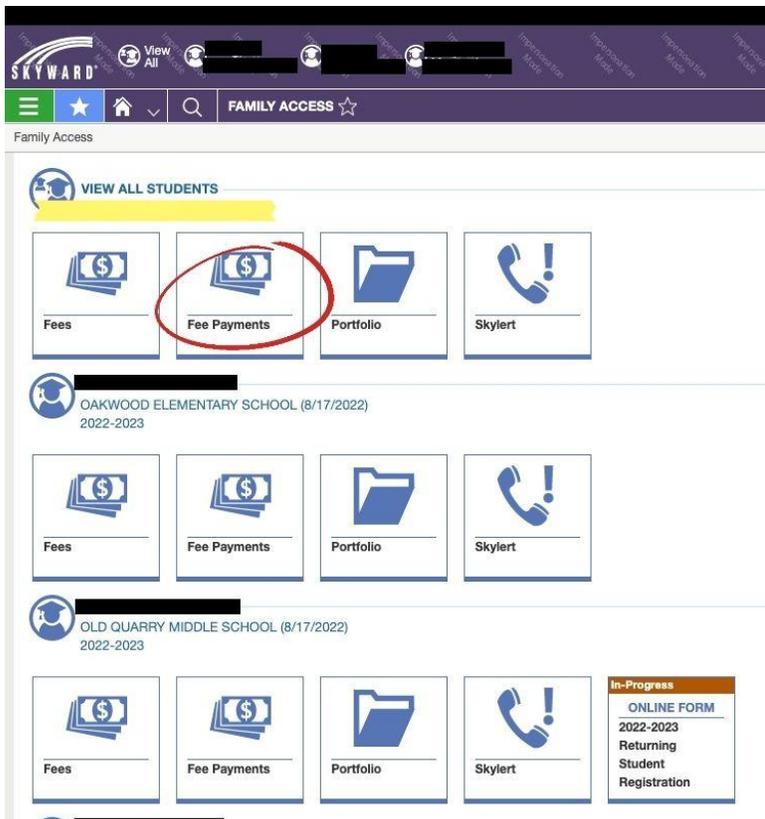
When your new student is entered into Skyward for the first time, the system generates an email containing your unique username and a link to create a password. Follow the link to set up your password and create your parent account. If you have not received that email yet, please contact your school office to have a new one sent.

After setting up your user account in Skyward, you should be able to see your parent home screen. Here is an example of what it looks like. (Names have been blacked out for privacy.) Your screen will look different depending on whether you have only one student enrolled or multiple students enrolled.

*If you have one student, your home screen will look like this:*

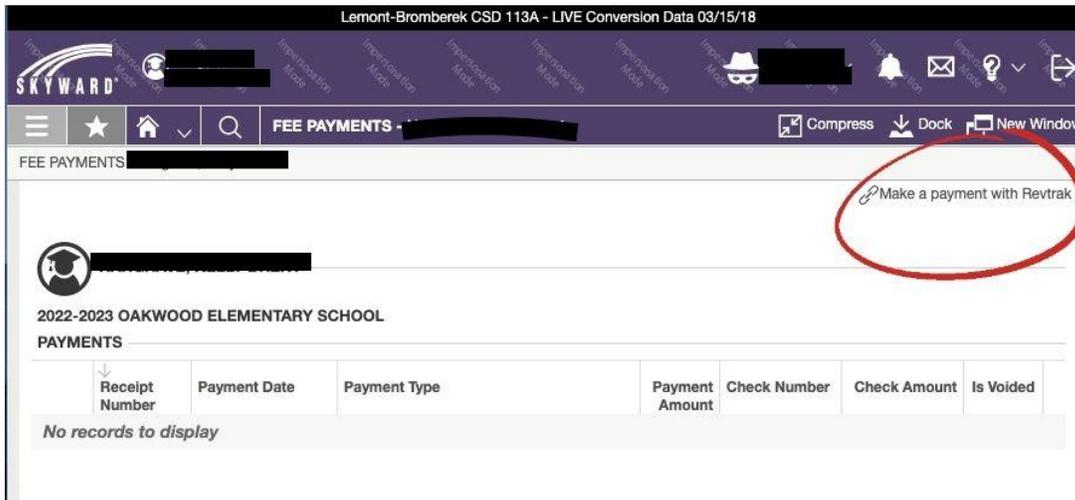


*If you have multiple students, your home screen will look like this:*

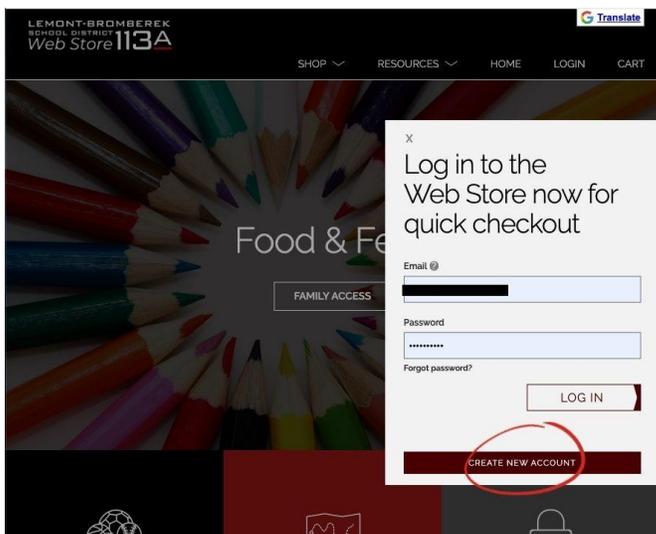


To pay school fees for one child, click FEE PAYMENTS. To pay school fees for all of your children at once, click the FEE PAYMENTS button under **View All Students**.

The following screen will open.

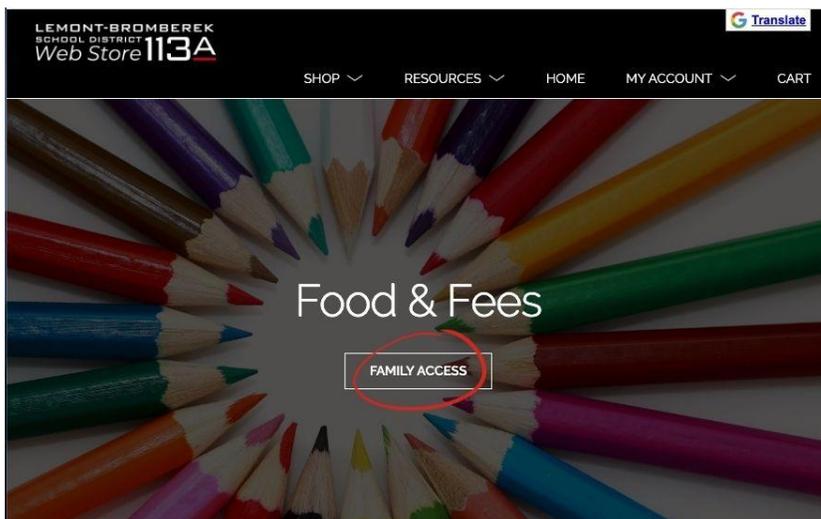


When you click the link that says Make a payment with Revtrak, the following screen will open:



If you are new to the District or have never used RevTrak before, click the CREATE NEW ACCOUNT button in dark red and set up your account. Revtrak allows you to make secure payments directly from Skyward with your debit or credit card. You can also make payments for school lunch, field trips and extracurricular activities using Revtrak.

Once logged into Revtrak, click the FAMILY ACCESS button.



Clicking the Family Access button opens up your fee screens. (You may need to scroll down to view fees.) At this point, you can add the fees you wish to pay into your cart and then check out with the debit or credit card on your account.

## FOOD ACCOUNTS

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Balance: \$0.00

MAKE ONE-TIME PAYMENT

SET UP AUTO REPLENISH

## REQUIRED FEES

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#2223REG1

2223 Registration 1st Gr.

\$227.00

ADD TO CART

2223 Registration 1st Gr.

Due: Aug 15, 2022

#2223TEC1

2223 Tech Fee- 1st Child

\$80.00

ADD TO CART

2223 Tech Fee- 1st Child

Due: Aug 15, 2022

## OPTIONAL FEES

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*You successfully signed in to Qmlativ, however there are no accounts that have optional fees.*



After paying your fees, you should be able to see records of your payments on your parent home screen under the Fee Payments button.

### Troubleshooting

I don't see the "Make a payment with Revtrak" link.

- 1) Make sure you choose Fee Payments and not Fees on your home screen.
- 2) Try logging into your account on a computer rather than your mobile device.
- 3) Still not seeing it? Visit your child's school office where payment can be accepted in person or write a check **payable to Lemont-Bromberek CSD 113A**

Checks can be mailed to SD113A, District Office, 16100 W 127th Street, Lemont, IL 60439