Freeman School District #358

NOW AVAILABLE: ONLINE MEAL PAYMENTS!

As a convenience to parents, Freeman School District provides parents an easy way to add money to their student's food service account. Online payments can be made into food service accounts 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.

YOU CAN PAY FOR MULTIPLE STUDENTS AT ONCE!

Parents can make payments online while on their home or work computer, any time of the day.   If their student's food service balance is low, it only takes a few minutes to add money to it using their Discover, VISA, or MasterCard credit or debit card. Payments are made through the student's Skyward Family Access account. A link to Family Access can be found on the school district's website at:

www.freemansd.org

To Make Online Payments the parent will need:

- **Discover, VISA,** or **MasterCard (Debit or Credit Card)** – card number & expiration date
- **Skyward Family Access Login** and **Password**

Payments made through Family Access will immediately be posted to the student's food service account. All credit card statements will show the payment has been made to Freeman School District.

Please visit the Freeman SD website for future updates.

Freeman School District
15001 South Jackson Road
Rockford, WA 99030
www.freemansd.org

RevTrak
Saving You Time

Instructions for Making a Payment

- **Login** to Skyward Family Access via the Freeman School District website: www.freemansd.org
  - Skyward Family Access link can be found in the upper right, labeled "**family access**"

- Select "**Food Service**" from the left navigation

- **View Balance** and select "**Make Online Payment**"

- Choose the student for whom you are making a payment and click the "**Update Payment Amount**" button.

- After imputing the desired amount in the "**Payment Amount**" field, click the "**Update Cart**" button.

- **Select "Pay with Vendor"** and You will be redirected to the Freeman School District Web Store

- **Verify payment amount** and select "**Go to Checkout**"

- If you are a **new customer**, select "**I am a new customer**" and enter your **email address** (you will create a password later). If you are 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

- In **Skyward**, parents can view their updated account balances **immediately**.