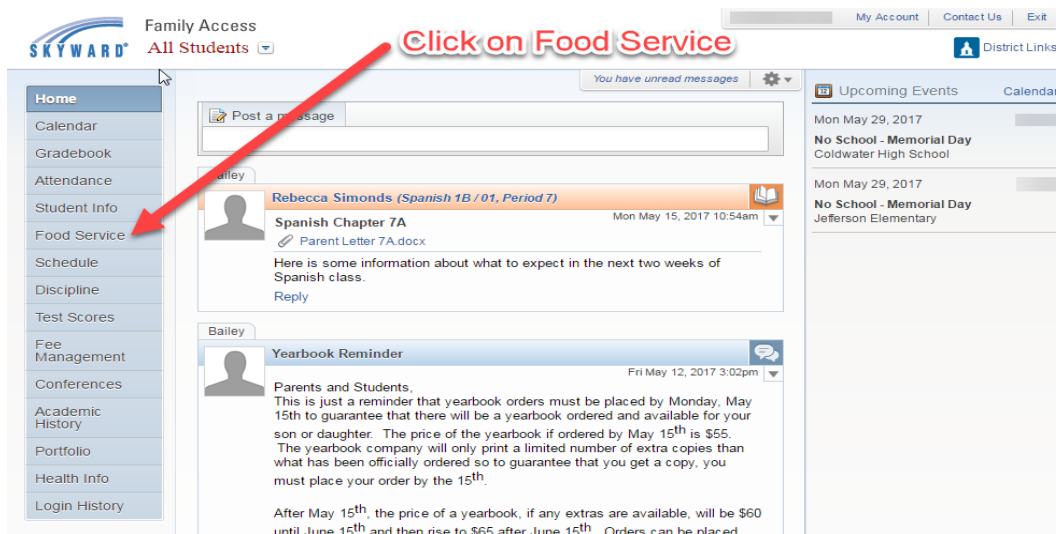
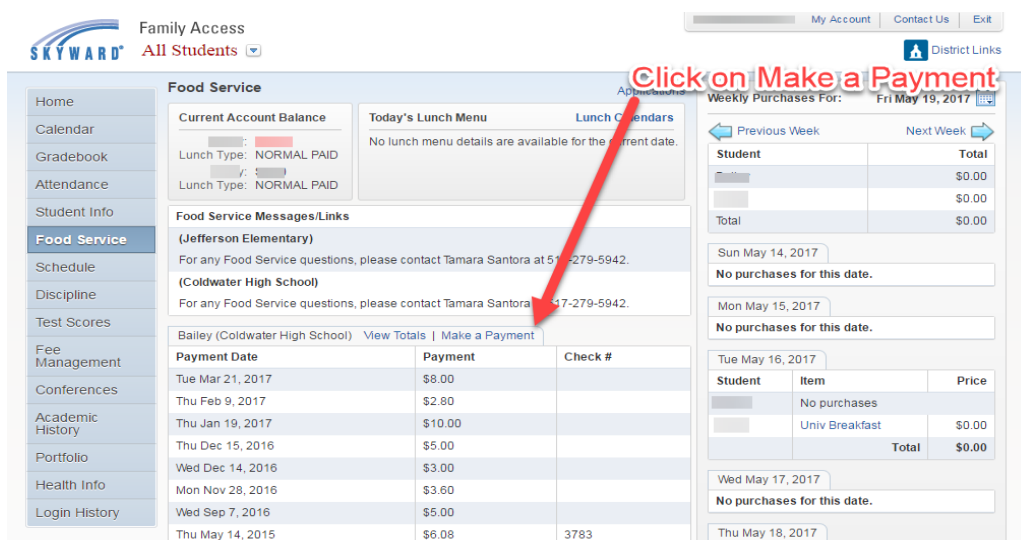


## FOOD SERVICE – HOW TO MAKE A PAYMENT TO YOUR STUDENTS FOOD SERVICE ACCOUNT

1. Log in to your Family Access account by going to the Coldwater Community Schools homepage, <http://www.coldwaterschools.org> , click on “For Parents” and select “Skyward Login”.
2. Once logged in, Click on the “Food Services” tab as shown below.



3. Choose your student that you wish to deposit money into their Food Service account by clicking on “Make A Payment” next to their name as shown below.





4. Select the "Update Payment Amount" button in the box of the student that you wish to deposit a payment.

Online Payment Entry - Single Point of Entry Interface

Online Payment Entry for User: [ ]

Online Payment Vendor: RevTrak [v] [Pay with Vendor] [Empty Cart]

I would like to make an online payment for: (Please click the Update Payment Amount button to select an item to pay)

| Student | Food Service Payment       | Update Payment Amount   | Clear Items   | Balance |
|---------|----------------------------|-------------------------|---------------|---------|
| [ ]     | 0.00                       | [Update Payment Amount] | [Clear Items] | -0.60   |
| [ ]     | 0.00 (Insufficient Access) |                         |               |         |

| Student | Food Service Payment       | Update Payment Amount   | Clear Items   | Balance |
|---------|----------------------------|-------------------------|---------------|---------|
| [ ]     | 0.00                       | [Update Payment Amount] | [Clear Items] | 0.00    |
| [ ]     | 0.00 (Insufficient Access) |                         |               |         |

Total Payment Amount for all Students: 0.00

5. In the "Payment Amount" box, put in the dollar amount that you wish to deposit. The payment amount must be greater than \$10.00.

Update Food Service Payment Amount - 05.17.02.00.0...

Secure | https://cr-sky.calhounisd.org/scripts/wsisa.dll/WService

Update Food Service Payment Amou [v] [?] [Back]

Update Food Service Payment For [ ]

|                     |       |
|---------------------|-------|
| Prior Year Balance: | 0.00  |
| + YTD Payments:     | 37.40 |
| - YTD Purchases:    | 38.00 |
| Current Balance:    | -0.60 |
| * Payment Amount:   | 10.00 |

[Update Cart]

Asterisk (\*)

**Please note that the Payment Amount must be \$10.00 or more.**



6. Review all the information on this screen and click on “Pay with Vendor”.

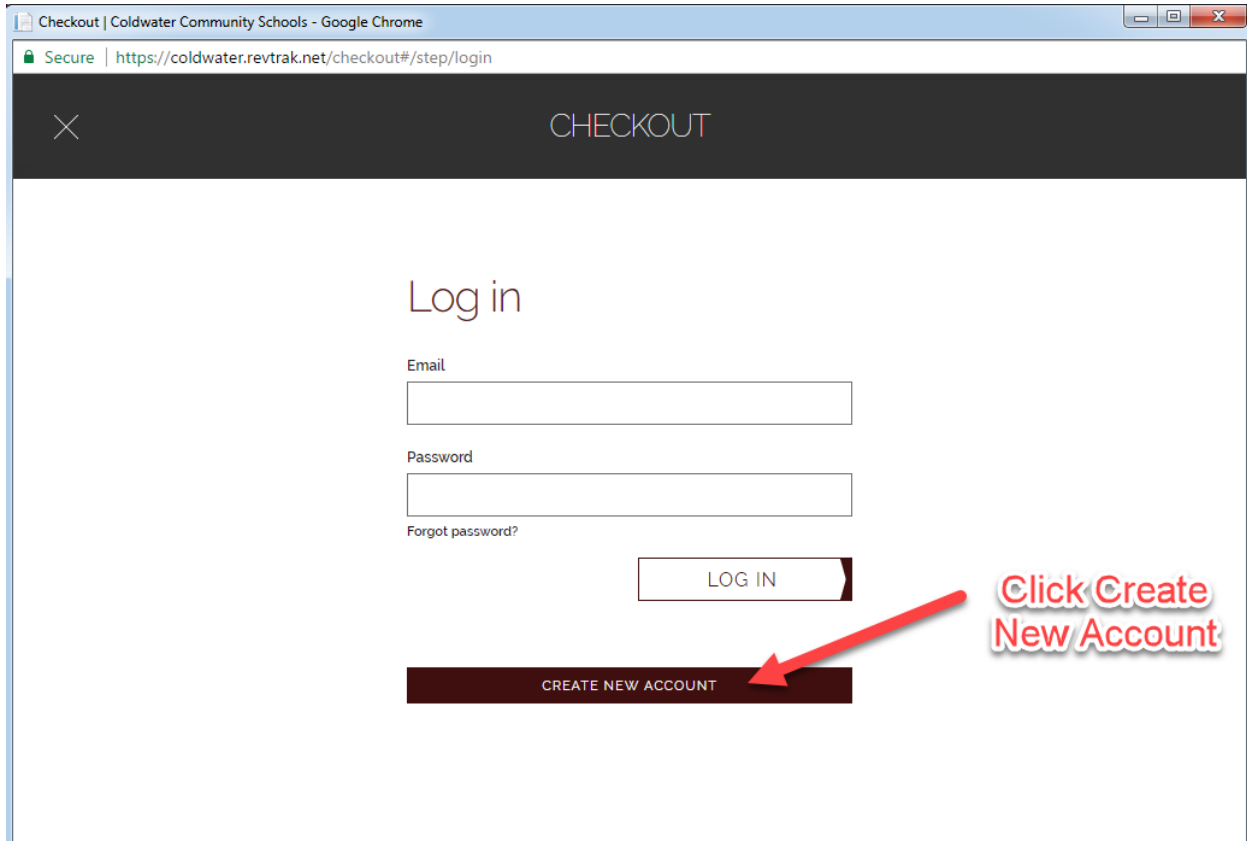
The screenshot shows a web application window titled "Online Payment Entry - Single Point of Entry Interface". At the top, there is a "Print" icon, a question mark icon, and a "Back" button. Below the title bar, the text "Online Payment Entry for User:" is followed by a greyed-out input field. To the right, "Online Payment Vendor:" is set to "RevTrak" in a dropdown menu. Next to it are two buttons: "Pay with Vendor" and "Empty Cart". A red arrow points from the text "Click Pay with Vendor" to the "Pay with Vendor" button. Below this, a message reads: "I would like to make an online payment for: (Please click the Update Payment Amount button to select an item to pay)". There are two payment entry sections. The first section shows a "Total Payment" of 1.00, with "Food Service Payment" at 1.00 and "Fee Management Payment" at 0.00 (Insufficient Access). The second section shows a "Total Payment" of 0.00, with "Food Service Payment" at 0.00 and "Fee Management Payment" at 0.00 (Insufficient Access). At the bottom, a "Total Payment Amount for all Students:" is shown as 1.00.

7. Verify that you are ready to deposit funds by selecting the “Yes” button.

The screenshot shows a dialog box titled "Submit Payment" with a camera icon in the top right corner. The text inside the dialog box asks: "Are you sure you are ready to submit the payment?". Below the text are two buttons: "Yes" and "No". A red arrow points from the text "Click Yes" to the "Yes" button.



8. Coldwater Community Schools uses RevTrak for all Food Service payment processing. Please log in to your RevTrak account to finalize your payment process. Skip to number 11 if you have a RevTrak account
  - a. Please click on “Create New Account” for those making a payment through RevTrak for the first time.





9. Fill in all the appropriate information to create your RevTrak account.

A screenshot of a web browser showing the 'Create Account' page for Coldwater Community Schools. The browser's address bar shows the URL 'https://coldwater.revtrak.net/account/create?returnUrl=/checkout#?email='. The page has a dark red header with the school's logo and navigation links: 'SERVICES', 'HOME', 'LOGIN', and 'CART'. The main content area contains a registration form with the following fields: a first name field, an 'Address' field, an 'Address (cont.)' field, 'City' and 'State' fields (the 'State' field is a dropdown menu), a 'Country' field (pre-filled with 'United States'), a 'Zip Code' field, a 'Phone' field, an 'Email' field, a 'Password' field, and a 'Confirm Password' field. At the bottom of the form are two buttons: 'CANCEL' and 'CREATE ACCOUNT'. Two red arrows with numbered callouts point to the 'State' dropdown and the 'CREATE ACCOUNT' button. Callout 1 says 'Fill in account information.' and callout 2 says 'Click on Create Account.'

1 Fill in account information.

2 Click on Create Account.



10. Fill in your checking account information. If you fill out an ECheck, RevTrak will withdraw the funds you put in to your students account from your bank account.

The screenshot shows a checkout form titled 'ECHECK' with the subtitle 'Add an eCheck for a quicker checkout experience'. The form includes several input fields: 'Routing number\*', 'Account number\*', 'Re-enter account number\*', 'Name on Account\*', and 'Nickname'. Below these is a MICR line with a red arrow pointing to the 'USE ECHECK' button. At the bottom, there are two buttons: 'USE DEBIT/CREDIT' and 'USE ECHECK'. A red callout box on the right side of the form contains the text: 'Complete Checking Account information or click on use Debit/Credit'.

11. Review your information and submit your payment by clicking on the “Place Order” button.

The screenshot shows the 'CHECKOUT' page with a 'Review & Submit' section. It contains a 'BILLING' section with an 'EDIT' button, a 'PAYMENT METHOD' section with a bank icon and an 'EDIT' button, and an 'ITEMS' section listing 'SKYWARD FOOD SERVICE PAYMENT' for \$10.00. A summary table at the bottom shows: SUB TOTAL (\$10.00), SERVICE FEE (\$1.50), and TOTAL (\$11.50). A large green 'PLACE ORDER' button is at the bottom, with a red arrow pointing to it from a callout box that says: 'Verify that all of the information is correct. Click Place Order'.