

## NOW AVAILABLE! ONLINE PAYMENTS FOR FOOD SERVICE

As a convenience to parents, the Hockinson School District now provides parents an easy way to add money to their child'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.



### Online Payments Are Easy And Convenient!

Parents can make online payments from home or work, 24/7. If their child's food service balance is low, it only takes a few minutes to add money to it using their VISA or MasterCard credit or debit card. Payments are made through the student's Skyward Family Access account.

#### To Make Online Payments:

Visit our district website [www.hocksd.org](http://www.hocksd.org)

- Click on the **"Parent Links"** tab, the **"Family Access"** link and then **"Family Access Log On"**
- Log in to **Skyward Family Access** (you will need your Login ID and Password) o Contact your student's school office if you don't have or forgot your Skyward Login ID.
- Use your **MasterCard** or **VISA (Debit or Credit Card)**
- When adding money to **multiple students' food service accounts** a separate payment will need to be made for each student.

Payments made through Skyward Family Access will immediately be posted to the student's food service account. **To continue the mission of doing all we can to make it safe and convenient for families we have removed all convenience fees for food service payments**

Hockinson School District  
(360) 448-6400  
[www.hocksd.org](http://www.hocksd.org)

Please see reverse side for detailed online payment instructions.

## Family Access Meal Payment Instructions

- **Login** to Skyward Family Access
- Select “**Food Service**” from “General Information” menu on the left
- View Balance and select “**Make Online Payment**”
- **Enter payment amount** and select “**Pay with RevTrak**”
- Verify payment amount and select “**Go to Checkout**”
- If a **new customer**, select “**I am a new customer**” and enter your **email address**. If a **returning customer** select “**I am a returning customer**” and enter your **email address** and **password**. Select **Sign in**.

The screenshot shows the 'Your Shopping Cart' page. On the left is a navigation menu with 'Browse' (All Products, Shopping Cart), 'Services' (Home, Contact Us, My Account, Password Reminder, Policies, Privacy Policy, Products), and security logos (VeriSign Secured, HACKER SAFE, Powered by RevTrak). The main content area is titled 'Your Shopping Cart' and contains the text 'Create an account with us, and make reordering a snap!'. Below this is a form with 'Enter your email address:' followed by the email 'scramble10194@done.co'. There are two radio button options: 'I am a new customer (You'll create a password later)' and 'I am a returning customer and my password is' (with a password field containing six asterisks). A link for 'Sign in using our secure server' and a 'Forgot your password? Click here.' link are also present.

- Enter your **Billing Information, Payment Information**, and create a password

The screenshot shows the checkout process. At the top, there are four steps: 'Step 1: ViewCart', 'Step 2: Billing' (highlighted), 'Step 3: Shipping', and 'Step 4: Receipt'. Below the steps is a table for 'Shopping cart contents:' with columns for 'Price', 'Qty', and 'Total'. The table contains one row: 'Skyward Food Service Payment' with a price of '\$50.00', a quantity of '1', and a total of '\$50.00'. A 'Total: \$50.00' is shown at the bottom right of the table. Below the table is a link '« RETURN TO CART'. The 'BILLING INFO:' section contains fields for 'First Name' (Glory), 'Last Name' (Birosscr), 'Address 1' (1679 Scramble avenue), 'Address 2' (empty), 'City or Province' (Nowhere), 'State / Country' (IL / United States), and 'Zip Code' (55555). The 'Telephone' field contains '(555) 028-7082'. The '\* PAYMENT INFO:' section contains fields for 'Credit Card Number' (4111111111111111), 'Cardholder Name: (as printed on card)' (Glory Birosscr), 'Payment Type' (Visa), and 'Expires' (11 / 2010).

- Verify information for accuracy and select “**Complete Order**”
- Payment will be processed and **Receipt** can be viewed and printed.
- **Logout**