

METROPOLITAN SCHOOL DISTRICT OF MT. VERNON

1000 W. FOURTH STREET · MT. VERNON, INDIANA 47620-1696

PHONE 812-838-4471

We are excited to announce that parents can now pay for textbook fees and food service fees online through our MSD of Mt. Vernon Web Store starting August 1, 2016. Parents can make payments online while on their home or work computer, any time of the day. Online payments are made through the familiar Skyward Family Access portal. It only takes a few minutes to add money using eCheck or credit/debit card (Discover, VISA, or MasterCard). Payments will be processed on a secure site, powered by RevTrak.

You will need to

- Skyward Family Access (Log-in ID and Password)
- MasterCard or VISA (Debit Card or Credit Card) or your routing and account numbers from your bank.

Instructions for Making a Payment

1. Login to Skyward Family Access (Go to your school's website, click on **Families** and then **Family Access**)
2. Under **General Information** menu on the left, **Fee Management (Textbook fees)** or **Food Service (Lunch money)**
 - For Fee Management or Food Service select **Make Online Payment** and choose which fee this payment applies to by clicking on the corresponding **Pay Charge** box.
3. Enter payment amount and select update cart, select **Pay with Vendor**
4. Verify payment amount and select **Submit**- this will redirect you to RevTrak
5. Login to RevTrak
 - **First-time users**
 1. Select **I am a New Customer**
 2. Enter your **Email Address**
 3. Enter your **Billing Information**
 4. Enter your **Payment Information**
 5. **Create a password**
 - **Returning Users**
 1. Enter your **Email Address**
 2. Enter your **password**
 3. Select **Sign In**
6. Verify information for accuracy and select **Complete Order**- payment will be processed and **Receipt** can be viewed and printed.
7. Logout.

****THERE WILL BE A \$2.50 FEE FOR EACH TRANSACTION****

CALL YOUR SCHOOL IF YOU NEED ASSISTANCE