



Mount Vernon  
School District

## **NOW AVAILABLE: ONLINE PAYMENTS FOR STUDENT FEES AND MEAL PLAN PAYMENTS!**

As a convenience to parents, Mount Vernon School District now provides parents an easy way to add money to their student's food service account and pay fees and fines. Online payments can be made into student 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 NOW PAY FOR MULTIPLE STUDENTS AT ONCE!**

Parents can make payments online while on their home or work computer, any time of the day. For example, if their student's food service balance is low, or they wish to pay for a yearbook, 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:

<http://mountvernonschools.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 Mount Vernon School District.

**Please visit the Mount Vernon School District website for future updates.**

Mount Vernon School District  
124 E. Lawrence St.  
Mount Vernon, WA 98273  
<http://mountvernonschools.org/>

**RevTrak**  
Serving Your Needs

## Instructions for Making a Payment

- **Login** to Skyward Family Access via:
  - Mount Vernon's website
  - **OR** Mount Vernon's Web Store:  
<http://mountvernonisd.revtrak.net/tek9.asp>
- Select **"Food Service"** or **"Fee Management"** from the left
- **View Balance** and select **"Make Online Payment"**
- **Enter payment amount** for Food Service
- To pay for a different item, such as an activity fee, locate the appropriate child and, in the "Fee Management Payment" line, click "Update Payment Amount."
- Select **"Pay with Vendor"** and You will be redirected to the Mount Vernon SD's 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**.

