

## Lunch and Student Fee Web Payments/Family Access

Parents can make lunch and student fee payments for student(s) with one credit card through Family Access.

1. Sign In to Family Access.
2. Select either **Food Service** or **Fee Management**.
3. Click **Make a Payment**.

The screenshot shows the Skyward Family Access web interface. The user is logged in as MICHAEL. The page is titled "Family Access" and "All Students". The "Food Service" section is active, showing the "Current Account Balance" for BRAYDEN (\$13.50) and KYLEE (\$0.00). The "Today's Lunch Menu" section indicates that no lunch menu details are available for the current date. The "Make a Payment" button is highlighted with a red box. The "Payment Date" is set to Wed Aug 9, 2017, and the "Payment" amount is \$20.00. The "Check #" field is empty, and the "Check # VIA WEB" option is selected. The "Weekly Purchases For:" section shows the date Wed Sep 6, 2017, and the "Set Ala Carte Limit" section shows the total for BRAYDEN (\$1.75) and KYLEE (\$0.00).

4. To make a food service payment, click **Update Payment Amount** on the Food Service Payment line.

The screenshot shows the "Online Payment Entry - Single Point of Entry Interface" for user MICHAEL. The "Online Payment Vendor" is set to "Credit Card". The "Pay with Vendor" and "Empty Cart" buttons are visible. The interface prompts the user to "I would like to make an online payment for: (Please click the Update Payment Amount button to select an item to pay)". The "BRAYDEN" section shows a "Food Service Payment" of 0.00 and a "Fee Management Payment" of 0.00 (insufficient Access). The "Update Payment Amount" button is highlighted with a red box. The "KYLEE" section shows a "Food Service Payment" of 0.00 and a "Fee Management Payment" of 0.00. The "Total Payment Amount for all Students" is 0.00. A "Pending Cart" section shows "No items in cart".

5. Add desired payment amount. Click **Update Cart**.

**Update Food Service Payment Amount** ◀ Back

Update Food Service Payment For BRAYDEN ■ ■ ■

Prior Year Balance:

+ YTD Payments:

- YTD Purchases:

- Pending Purchases:

Current Balance:

\* Payment Amount:

6. Payment will appear in the **Pending Cart**.

**Online Payment Entry - Single Point of Entry Interface** ◀ Back

Online Payment Entry for User: MICHAEL

Online Payment Vendor: Credit Card

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

<b>BRAYDEN</b>	Total Payment <b>BRA000:</b> <input type="text" value="10.00"/>	<b>Pending Cart</b> <b>BRAYDEN</b> Food Service 10.00 <b>Total: 10.00</b>
Food Service Payment: <input type="text" value="10.00"/>	<input type="button" value="Update Payment Amount"/> Clear Items Balance: 13.50	
Fee Management Payment: <input type="text" value="0.00"/> (Insufficient Access)		
<b>KYLEE</b>	Total Payment <b>KYL000:</b> <input type="text" value="0.00"/>	
Food Service Payment: <input type="text" value="0.00"/>	<input type="button" value="Update Payment Amount"/> Clear Items Balance: 0.00	
Fee Management Payment: <input type="text" value="0.00"/>	<input type="button" value="Update Payment Amount"/> Clear Items Balance: 0.00	

Total Payment Amount for all Students:

7. Repeat steps 4 and 5 to add lunch money to other students. Pending Cart will update.

**Online Payment Entry - Single Point of Entry Interface** ◀ Back

Online Payment Entry for User: MICHAEL

Online Payment Vendor: Credit Card

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

<b>BRAYDEN</b>	Total Payment <b>BRA000:</b> <input type="text" value="10.00"/>	<b>Pending Cart</b> <b>BRAYDEN</b> Food Service 10.00 <b>KYLEE:</b> Food Service 25.00 <b>Total: 35.00</b>
Food Service Payment: <input type="text" value="10.00"/>	<input type="button" value="Update Payment Amount"/> Clear Items Balance: 13.50	
Fee Management Payment: <input type="text" value="0.00"/> (Insufficient Access)		
<b>KYLEE</b>	Total Payment <b>KYL000:</b> <input type="text" value="25.00"/>	
Food Service Payment: <input type="text" value="25.00"/>	<input type="button" value="Update Payment Amount"/> Clear Items Balance: 0.00	
Fee Management Payment: <input type="text" value="0.00"/>	<input type="button" value="Update Payment Amount"/> Clear Items Balance: 0.00	

Total Payment Amount for all Students:

- To add a student fee payment, click **Update Payment Amount** on the Fee Management Payment line. Note: "Insufficient Access" next to Fee Management Payment indicates the student is in elementary school and does not have Fee Management access.

**Online Payment Entry - Single Point of Entry Interface**

Online Payment Entry for User: MICHAEL

Online Payment Vendor: Credit Card [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	Total Payment	Balance
BRAVDEN	10.00	13.50
KYLEE	25.00	0.00

**Pending Cart**

BRAVDEN	Food Service	10.00
KYLEE	Food Service	25.00
<b>Total:</b>		<b>35.00</b>

Total Payment Amount for all Students: 35.00

- Pre-loaded fees might already appear under **Fees due for student**. Additional fees may be added by selecting a fee from the list under **Fees that can be added to this student's account** and clicking on the **Add** button.
- Once all fees are added, click **Pay Fee** check box and **Update Cart**.

**Update Fee Management Payment Amount**

Update Fee Management Payment For KYLEE

Fees due for student KYLEE

Due Date	Description	Amount Charged	Amount Paid	Amount Due	Pay Fee	Payment Amount	Remaining Due
09/09/2017	BAND INSTRUMENT RENTAL	80.00	0.00	80.00	<input checked="" type="checkbox"/>	80.00	0.00

1 records displayed

Total Payment Amount for Selected Charges: 80.00 [Update Cart]

Fees that can be added to this student's account [Display Fees]

Description	Amount	Entity	Sch Yr	Why would I add this fee?	Add
General: Art	10.00	411	2018	- Class fee for Foundation Art 1 and 2.	[Add]
General: CERAMICS	10.00	411	2018	- Class fee for Ceramics 1 and 2.	[Add]
General: Dance	10.00	411	2018	- Class fee for Dance 1 and 2.	[Add]
General: Exploring Technology	10.00	411	2018	- Class fee for Exploring Technology. This class is	[Add]

15 records displayed

- If paying fees for additional students, repeat steps 8 through 10.

12. Pending Cart will update. Select **Pay with Vendor**. Select **Yes** to proceed to e-Funds Log In window.

Online Payment Entry - Single Point of Entry Interface

Online Payment Entry for User: MICHAEL

Online Payment Vendor: Credit Card

**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	Total Payment	Vendor	Balance
BRAYDEN	10.00	BRA000	13.50
KYLEE	105.00	KYL000	0.00

Total Payment Amount for all Students: 115.00

**Pending Cart**

BRAYDEN	Food Service	10.00
KYLEE	Food Service	25.00
BAND INSTRUME		80.00
<b>Total:</b>		<b>115.00</b>

**Submit Payment**

Are you sure you are ready to submit the payment?

**Yes** No

13. You will be re-directed to the eFunds for Schools log in page.

14. Log in to e-Funds by entering personal e-Funds Username and Password. If this is the first time to make an online payment at Jordan School District, select **Create an account** and follow steps to create an eFunds account.

Welcome to e-Funds for Schools

Jordan School District

**Log In**

To begin using e-Funds For Schools, please log in.

**Username** Username  
Required

**Password** Password  
Required

**Sign In**


Forgot Username? | Forgol Password?

Create an account

15. In eFunds, click **Submit Payment** to complete the web payment. Note: Do not double click. Be patient and do not click Submit Payment more than one time. It will result in multiple payments being processed. After payment has processed, **Logout** in order to maintain the security of your credit card information.

Welcome to e-Funds for Schools

Jordan School District



**Payment Items**

<b>BRAYDEN</b>	
Skyward Food Service Payment	\$10.00
<b>KYLEE</b>	
Skyward Food Service Payment	\$25.00
BAND INSTRUMENT RENTAL	\$80.00
<b>Total</b>	<b>\$115.00</b>

**Submit Payment**

Do not click "Submit Payment" more than once.

**WARNING:**  
Clicking the Submit Payment button more than once or clicking the back button will result in multiple payments being processed. Please be patient as your payment processes.

**Account Information** [Edit](#) [Logout](#)

Name	
Password	<a href="#">Change</a>
Payment Type	Credit Card <a href="#">Edit</a>
Credit Card Number	4*****
Expiration Date	03 / 20

**Recent Payment History**

Payment Date	Amount	Payment Status	Skyward Status
2017-06-29	\$0.01	Processed	Notified
2017-04-06	\$0.01	Processed	Notified
2017-03-22	\$0.01	Processed	Notified
2017-03-22	\$0.01	Declined	
2017-02-13	\$0.01	Processed	Notified

16. Back in Skyward, payments can be viewed and statements processed.

**Food Service**

Current Account Balance  
 BRAYDEN: \$13.50  
 Lunch Type: [icon]  
 KYLEE: \$0.00  
 Lunch Type: [icon]

Today's Lunch Menu  
 No lunch menu details are available for the current date.

Applications  
 Lunch Calendars

Print Reports  
 BRAYDEN: Statement |  
 KYLEE: Statement |

Weekly Purchases For: Wed Sep 6, 2017

← Previous Week      Next Week →

Set A la Carte Limit

Student	Total	Key Pad Number
BRAYDEN	\$1.75	[icon]
KYLEE	\$0.00	[icon]
<b>Total</b>	<b>\$1.75</b>	

Sun Sep 3, 2017  
 No purchases for this date.

Payment Date	Payment	Check #
Wed Aug 9, 2017	\$20.00	VIA WEB

BRAYDEN ( [icon] [icon] [icon] ) [icon] (ELEMENTARY) | View Totals | Make a Payment

KYLEE ( [icon] [icon] [icon] ) [icon] (MIDDLE) | Make a Payment

There are no payment records for this student.

**Fee Management**

Unpaid Balance  
 KYLEE ( [icon] [icon] [icon] ) [icon] (MIDDLE): 0.00

Print Reports  
 KYLEE: Statement |

KYLEE ( [icon] [icon] [icon] ) [icon] (MIDDLE) | View Fees | View Payments | View Totals | Make a Payment | Add a Fee

School Year	Due Date	Fee Description	Amount Charged	Amount Paid	Amount Due	Remaining Due	Payor Name	Pay Plan ID
2018	Tue Jul 18, 2017	***Registration	65.00	65.00	0.00	0.00	KYLEE [icon]	