



## Wilson Area School District

### ONLINE PAYMENTS NOW AVAILABLE!

For your convenience, the Wilson Area School District has contracted with RevTrak, a national credit card payment processor, to provide you a simple, secure, and convenient way of making online food service payments. Parents can pay online with Discover, MasterCard, or VISA credit or debit cards. Our Web Store accepts payments over the internet 24/7.

#### Pay the Following Fees Online:

- Food Service (Skyward)

Parents can make payments online while on their home or work computer, any time of the day. It only takes a few minutes to make a payment using a Discover, MasterCard, or VISA credit or debit card. The convenience of paying online is further enhanced when parents access the store and see a familiar shopping cart (just like shopping online).

#### To make an online payment follow these simple steps:

- Visit our district site at [www.wilsonareasd.org](http://www.wilsonareasd.org)
- Click on the **Parents link** and then **Family Access**, and enter your **Login ID** and **Password**
- Make payment using a **Discover, MasterCard, or VISA** debit or credit card

A payment receipt will be emailed to the address used when setting up the Web Store account. To view/print previous online payments or to update login information please click on **My Account**.

Wilson Area School District  
2040 Washington Boulevard  
Easton, PA 18042  
[www.wilsonareasd.org](http://www.wilsonareasd.org)



# Payment Instructions

- Visit our district website at [www.wilsonareasd.org](http://www.wilsonareasd.org)
- Click on the **Parents link**
- Click on **Family Access**
- Enter **Login ID** and **Password**
- Click on the **Food Service** button
- Update **Payment Amount** for multiple students
- Update **Cart**
- Follow prompts
- Select **Pay with Vendor** (you will be redirected to your shopping cart in the Web Store)
- Double check fees in cart, and click **Go to Checkout** if all fees are correct
  - **PLEASE NOTE: If adjustments need to be made to your payment in Family Access:**
    - Please **Empty** your shopping cart
    - **Sign out of Family Access**
    - **Sign back in to Family Access** to start over

**DO NOT USE BACK BUTTON TO MAKE ADJUSTMENTS**

- When all fees are in shopping cart, click **Go to Checkout**
- If you are a **new customer**, select **I am a new customer**. Enter your email address and Sign In. If you are a **returning customer**, select **I am a returning customer**. Enter your email address, password, and select **Sign In**.
- **Enter** your **billing** and **payment information**. Create a password if required.
- Verify information for accuracy and select **Complete Order**.
- **Payment will be processed** and Receipt can be viewed and printed. A copy of your receipt will also be sent to the email address provided during account set up.
- **Logout** (A logout link can be found under **My Account**)

Update Food Service Payment Amount - Entity 400 ...

skyward.com https://pbroker1.skyward.com:486/scripts10/wsisa

**Update Food Service Payment Amount** [Back]

Update Food Service Payment For BONG N OATLEYSCR

Prior Year Balance: 0.00  
+ YTD Payments: 0.00  
+ Pending Payments: 394.00  
- YTD Purchases: 0.00  
Current Balance: 0.00

\* Payment Amount: 5.00

[Update Cart]

Asterisk (\*) denotes a required field

**Your Shopping Cart**

Create an account with us, and make reordering a snap!

Enter your email address: [input field]

I am a new customer  
(You'll create a password later)

I am a returning customer  
and my password is [input field]

[Sign in using our secure server](#) [arrow]

[Forgot your password? Click here.](#)

Step 1: ViewCart Step 2: Order Info Step 3: Payment Step 4: Receipt

Shopping cart contents:	Price	Qty	Total
Baseball Note: xxxxxx 1st participant?: 2-4 grade 2nd participant part 2: 2-4	\$90.00	1	\$90.00
			Total: \$90.00
			Order Total: \$90.00

< RETURN TO CART

**BILLING INFO:**

\* First Name: [input field] \* Last Name: [input field]  
\* Address 1: [input field] Address 2: [input field]  
\* City or Province: [input field] \* State: / Country: [dropdown menu] / United States [dropdown menu]  
\* Zip Code: [input field] \* Telephone: [input field]

**ACCOUNT INFO:** [help icon]

\* Email Address: john\_anderson@demo.com \* Password: See Hints [input field]  
\* Please re-enter password: [input field]

[Continue]

\*Required field