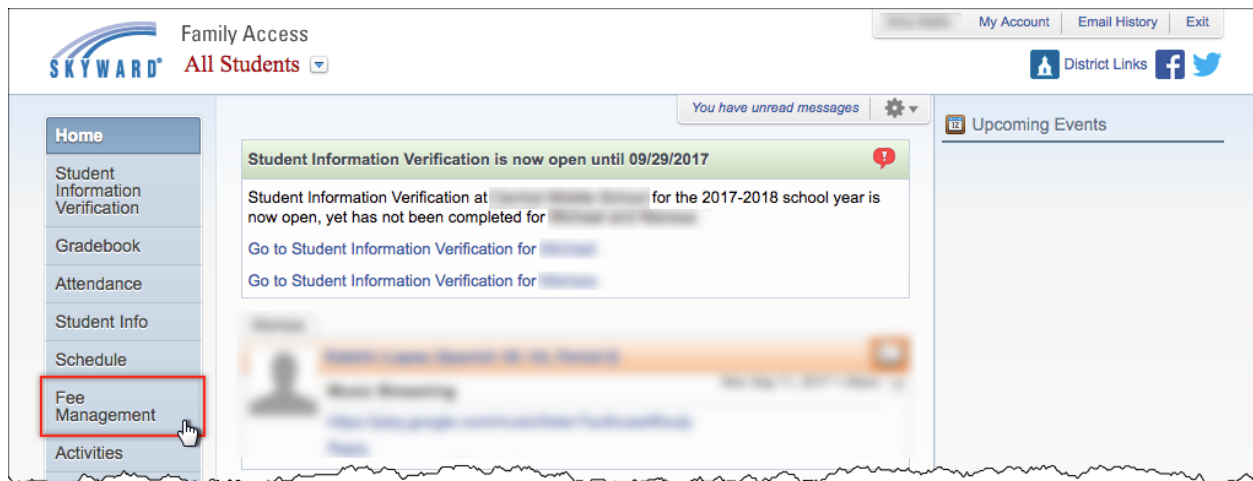


Online Payments for Pay to Participate Sports/Activities

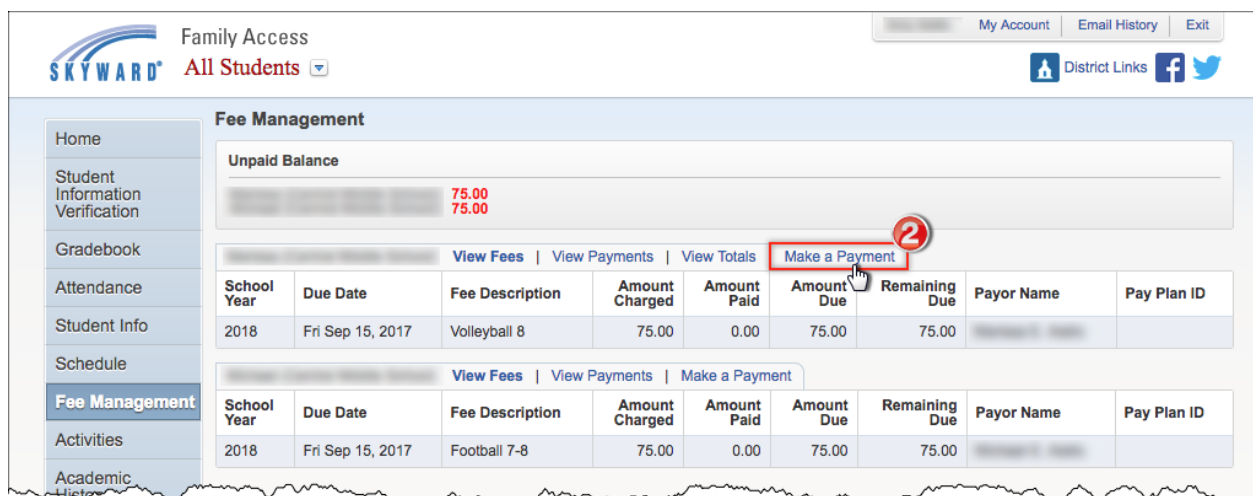
Login to your Skyward Family Access account... <https://skyward.portageps.org/>

1. Once you've logged in, click on the **Fee Management** Tab



This Tab lists any Fees that have been assigned to your student(s). In this example, there are two middle school students... one that is playing Volleyball and one playing Football.

2. Click **Make a Payment** for one of the students



Online Payments for Pay to Participate Sports/Activities (cont.)

3. For one student, click the **Update Payment Amount** button
4. Check the **Pay Fee** checkbox
5. Click **Update Cart**

Repeat steps 3-6 for any additional students and fees you wish to pay at the same time.

The screenshot shows the 'Online Payment Entry - Single Point of Entry Interface'. At the top, it says 'Online Payment Entry for User: [redacted]'. Below that, 'Online Payment Vendor: RevTrak' is selected, with buttons for 'Pay with Vendor', 'Empty Cart', and 'Back'. A message says 'I would like to make an online payment for: (Please click the Update Payment Amount button to select an item to pay)'. In the center, there are two 'Total Payment' fields, both showing 0.00. The first one has a red circle '3' around the 'Update Payment Amount' button. Below this is a 'Pending Cart' box that says 'No items in cart'. A modal window titled 'Update Fee Management Payment Amount' is open. It shows 'Update Fee Management Payment For [redacted]'. Below that is a table 'Fees due for student' with columns: Due Date, Description, Amount Charged, Amount Paid, Amount Due, Pay Fee, Payment Amount, and Remaining Due. The first row is for '09/15/2017 Volleyball 8' with Amount Charged 75.00, Amount Paid 0.00, and Amount Due 75.00. A red circle '4' is around the 'Pay Fee' checkbox, which is checked. At the bottom of the modal, 'Total Payment Amount for Selected Charges: 75.00' is shown, with a red circle '5' around the 'Update Cart' button.

6. If the Pending Cart looks correct, click on **Pay with Vendor**
7. Click **Yes** if you ready to submit your payment

The screenshot shows the 'Online Payment Entry - Single Point of Entry Interface' at a later stage. The 'Total Payment' fields now show 75.00. The 'Pending Cart' box now contains two items: 'Volleyball 8' for 75.00 and 'Football 7-8' for 75.00, with a 'Total: 150.00'. A red circle '6' is around the 'Pay with Vendor' button. A 'Submit Payment' dialog box is open, asking 'Are you sure you are ready to submit the payment?'. A red circle '7' is around the 'Yes' button.

You will be directed to RevTrak's website to complete your payment. You will need to login to your RevTrak account, or create a new account if you haven't previously, to complete your transaction.