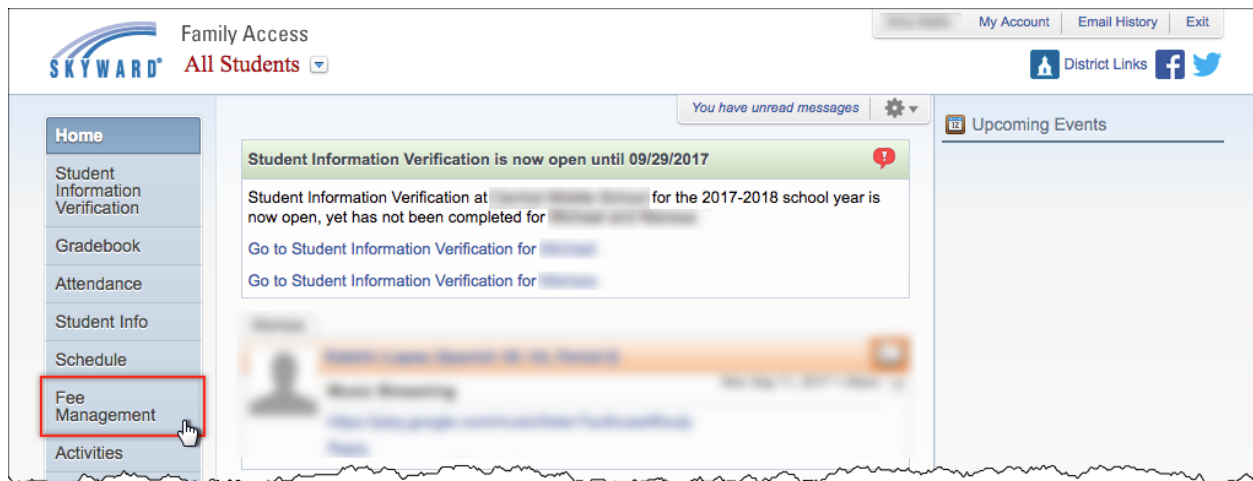


Online Payments for Pay to Participate Sports/Activities

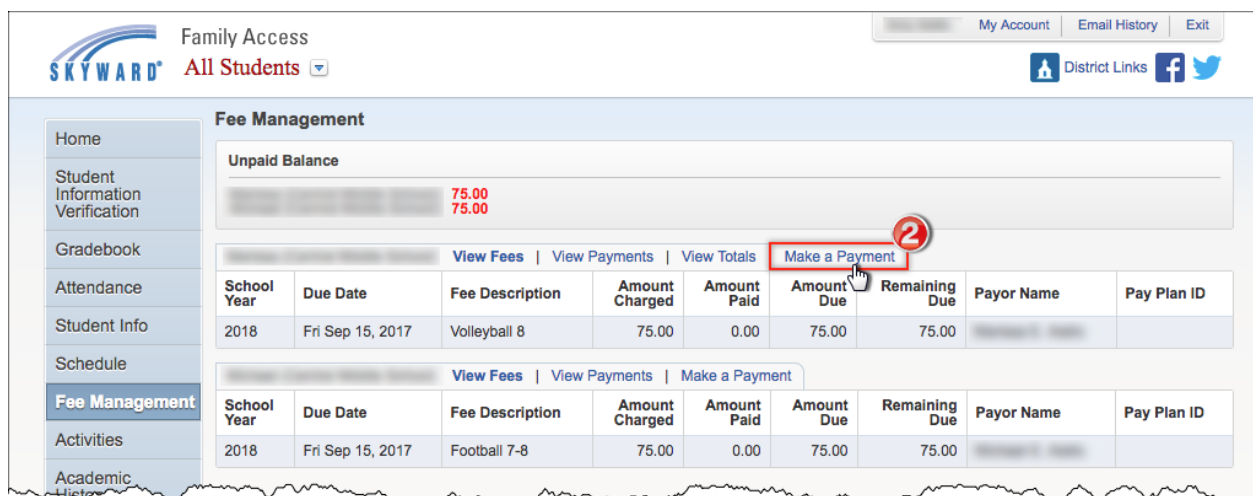
Login to your Skyward Family Access account... <https://skyward.portageps.org/>

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 'Fee Management Payment' sections. The first one has a 'Total Payment' of 0.00 and a 'Balance' of 75.00. A red box with a circled '3' highlights the 'Update Payment Amount' button. To the right is a 'Pending Cart' button with 'No items in cart' below it.

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

This screenshot shows the same interface as the previous one, but with more progress. The 'Total Payment' for the first student is now 75.00. A 'Pending Cart' window is open, showing a table of items: 'Volleyball 8' for 75.00 and 'Football 7-8' for 75.00, with a 'Total' of 150.00. A red box with a circled '6' highlights the 'Pay with Vendor' button. At the bottom, a 'Submit Payment' dialog box is open, asking 'Are you sure you are ready to submit the payment?'. A red box with a circled '7' highlights 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.