

## MSD OF MT VERNON

### NOW ACCEPTS PAYMENTS ONLINE!

We are excited to announce that parents can now pay for school fees online through our MSD of Mt. Vernon Web Store. Parents can make payments online while on their home or work computer, any time of the day. Online payments can be made through the familiar Skyward Family Access portal. It only takes a few minutes to add money using eCheck or credit/debit card (Discover, VISA or MasterCard). Payments will be processed on a secure site, powered by RevTrak. There is NO additional service charge or handling fee applied to your payment.

#### You Will Need

- Skyward Family Access (Log-in ID and Password)
- MasterCard or VISA (Debit Card or Credit Card)

#### Instructions for Making a Payment

1. Login to Skyward Family Access
2. Under **General Information** menu on the left, **Fee Management**
  - For Fee Management, select **Make Online Payment** and choose which fee this payment applies to by clicking on the corresponding **Pay Charge** box.
3. Enter payment amount and select **Pay with RevTrak**
4. Verify payment amount and select **Go to Checkout** - this will redirect you to RevTrak
5. Login to RevTrak
  - **First-time Users**
    1. Select **I am a New Customer**
    2. Enter your **Email Address**
    3. Enter your **Billing Information**
    4. Enter your **Payment information**
    5. **Create a password**
  - **Returning Users**
    1. Enter your **Email Address**
    2. Enter your **Password**
    3. Select **Sign In**
6. Verify information for accuracy and select **Complete Order** - Payment will be processed and **Receipt** can be viewed and printed
7. Logout