



ONLINE STUDENT FEES AND MEAL PLAN PAYMENTS

The Nippersink School District has made some convenient improvements to the way families pay for fees and add money to their student's food service account. Because we contract with RevTrak, a national credit card payment processor, you have the assurance that all credit/debit card payment are on a secure site. Families can make payments online while on their home or work computer, any time of the day. Online payments can be made for registration fees or into food service accounts directly through the Skyward Family Access parent portal. Families will also be able to view their student's account balance and see what is being served for lunch! If their student's food service balance is low, it only takes a few minutes to add money to it using their VISA or MasterCard (credit or debit card). Payments are immediately posted to your student's food service account. There is no additional cost to paying for items by using the web store. All credit card statements will show the payment has been made to Nippersink District 2.

TO MAKE PAYMENTS FOR STUDENT REGISTRATION OR FOOD SERVICE

1. Log in to the Skyward Family Access Portal by following the link at www.nippersinkdistrict2.org/Technology/technologyindex.htm
2. To make online payments families will need:
 - VISA or MasterCard (credit/debit) – card number & expiration date
 - Skyward Family Access Login and Password
3. As a part of this process your order will proceed to the Web Store Shopping Cart where you will set up an account and create a password. You will have the option to "continue shopping" to add more items that are on the web store.
4. For a tutorial on how to make a payment log on to www.revtrak.com/automationpartners/familyaccess/foodservice/fs1.htm

TO MAKE PAYMENTS FOR ATHLETIC FEES, DISTRICT 2 BILL PAYMENTS, OPTIONAL FEES SUCH AS YEARBOOKS, PE UNIFORMS, DRAMA CLUB, ETC.

1. Log on to the Nippersink School District Web Store by following the link at www.nippersinkdistrict2.org/Technology/technologyindex.htm
2. To make online payments families will need:
 - VISA or MasterCard (credit/debit) – card number & expiration date
 - Student's school ID number
3. For a step by step tutorial on how to make a payment follow the directions on the reverse side of this sheet.

PLEASE VISIT THE NIPPERSINK DISTRICT 2 WEBSITE FOR FUTURE UPDATES



To learn more about RevTrak visit www.RevTrak.com

Nippersink District 2, 10006 Main Street, Richmond, IL 60071, 815-678-4242

Making a Payment

Visit your schools website

1. Click **ONLINE PAYMENTS** **BUTTON**
2. Select a **CATEGORY** under Browse
3. Select an **ITEM** to purchase

Browse

Richmond Elementary School
Spring Grove Elementary School
Nippersink Middle School
Bill Payment

All Products
Shopping Cart

Services

Nippersink Middle Athletic Fees (Optional)

Product Name	Price
Nippersink Middle Family Athletic Pass : Pay here!	\$25.00
Boys INTRAMURAL Basketball Grades 6-8 : Pay here!	\$50.00

4. Enter **STUDENT LAST NAME** and **ID**
5. Click **BUY NOW**
6. Click **CONTINUE SHOPPING** or
7. Click **GO TO CHECKOUT**

Product Details: (sku:Required GR 1 CH)

- Price: \$30.00 (per Registration)

To purchase, choose your options, then click "Buy Now" at the bottom of this page.

Last Name: (4)

ID: (5)

[Preview \(P\)](#) [Buy Now \(+\)](#) [View Cart \(V\)](#)

8. Enter your **EMAIL ADDRESS**
9. Select:
NEW OR RETURNING CUSTOMER
(If Returning, enter password)
10. Click **SIGN IN**

To continue shopping click here: [\[Continue Shopping\]](#) (6)

Step 1: ViewCart Step 2: Billing Step 3: Shipping Step 4: (6)

Shopping cart contents:

	Price	*Qty	Total
Full Day Kindergarten Registration	\$30.00	2	\$60.00
Total:			\$60.00

[Empty \(E\)](#) [Go to Checkout \(>\)](#) (7)

Enter your email address: (8)

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

I am a returning customer and my password is

(10) [Sign in using our secure server >](#)

Forgot your password? Click here.

11. Fill in **BILLING & PAYMENT INFO**

BILLING INFO: (11)

* First Name: * Last Name:

* Address 1: Address 2:

* City or Province:

* Zip Code:

ACCOUNT INFO: (12)

Email Address:

Your password must contain at least one alphabet character, one digit, not be less than 8 characters, and may not contain any of the following characters: < () > .

*** PAYMENT INFO:**

Warning: Webstore is in test mode

Credit Card Number: Cardholder Name: (as printed on card)

* Payment Type: Expires: /

13. Verify info & **COMPLETE ORDER**
14. View & print **RECEIPT** if desired
15. Click **LOG OUT** on bottom left
16. Credit card statements will show payment made to the school district.

Nippersink School District 2

THANK YOU FOR YOUR ORDER! Please **SAVE** and/or **PRINT** this page for your records.

7/22/2009 3:39:15 PM (14) ORDER ID: 10006000

BILL TO	SHIP TO
Liz Gerdes 123 Doe Ave Bloomington, MN 12345 123-123-1234	Liz Gerdes 123 Doe Ave Bloomington, MN 12345 123-123-1234