DODGE CITY PUBLIC SCHOOLS

NOW AVAILABLE: ONLINE STUDENT FEES AND MEAL PLAN PAYMENTS/BALANCES

As a convenience to parents, the Dodge City Public Schools now provides parents an easy way to add money to their student's food service account and to pay for school related fees. Online payments can be made into food service accounts and for fees through the Skyward Family Access parent portal they currently use. We have contracted with RevTrak, a national credit card payment processor, to provide a secure site for making payments.

Online Payments Are Currently Being Accepted

Parents can make payments online while on their home or work computer, any time of the day.   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 made through the student's Skyward Family Access account. A link to Family Access can be found on the school district's website at **www.usd443.org.**

To Make Online Payments the parent will need:

- **MasterCard** or **VISA (Debit or Credit Card)** – card number & expiration date
- **Skyward Family Access Login** and **Password**

Payments made through Family Access will immediately be posted to the student's food service account. All credit card statements will show the payment has been made to the Dodge City Public Schools.

Please visit the Dodge City Public Schools website for future updates.

Dodge City Public Schools
1000 N 2nd Ave
Dodge City, KS 67801
www.usd443.org

See reverse side for instructions.

Instructions for Making a Payment

Login to Skyward Family Access

Select "**Food Service**" or **"Fee Management"** from "General Information" menu on the left

- **For Food Service**, View Balance and select "**Make Online Payment**"

- **For Fee Management**, select **"Make Online Payment"** and select which fee to apply the payment to by clicking on the corresponding **"Pay Charge"** box

Enter payment amount and select "**Pay with RevTrak**"

After being redirected into the RevTrak Web Store shopping cart, if you wish to purchase additional optional fees from the Web Store, click on the **Continue Shopping** link. Select the fee(s) you would like to pay for, enter the required information, and click **Buy Now** to add it to your cart.

Once finished adding fees, verify payment amount and select "**Go to Checkout**"

If a **new customer,** select "**I am a new customer**" and enter your **email address. If a returning customer** select "**I am a returning customer"** and enter your **email address** and **password**. Select **Sign in**.

Enter your **Billing Information**, **Payment Information,** and **create a password**

Verify information for accuracy and select "**Complete Order**"

Payment will be processed and **Receipt** can be viewed and printed.

Logout