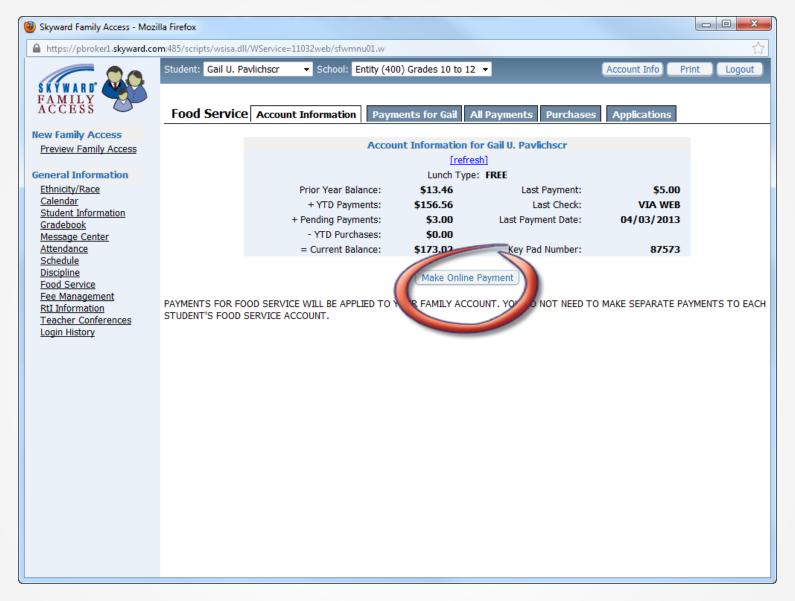After logging into Skyward,
click the "Food Service" link in the left navigation column.

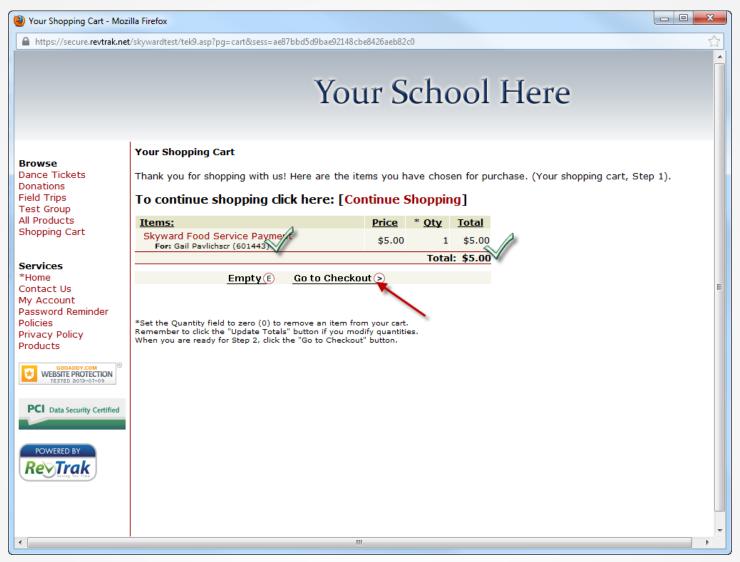Click the "Make Online Payment" button.

Choose the student for whom you are making a payment and click the "Update Payment Amount" button.

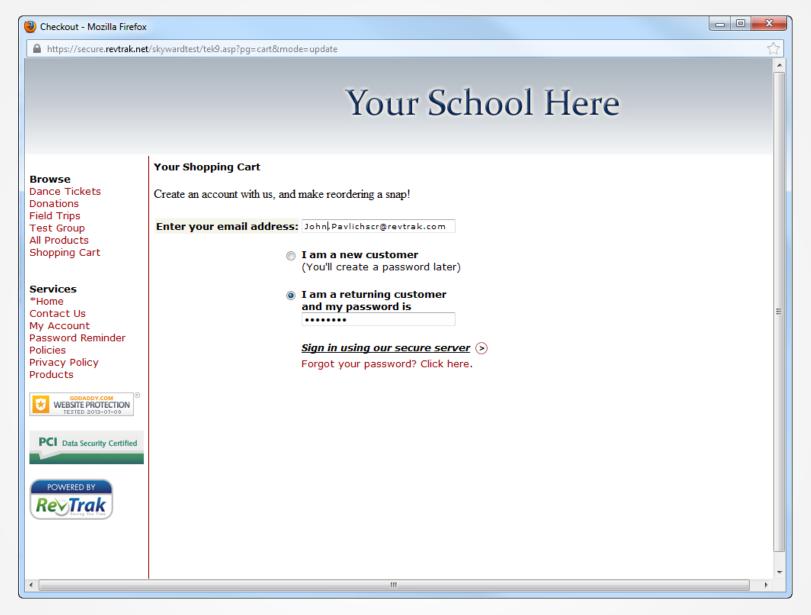After imputing the desired amount in the "Payment Amount" field, click the "Update Cart" button.

After verifying that the amount is correct,
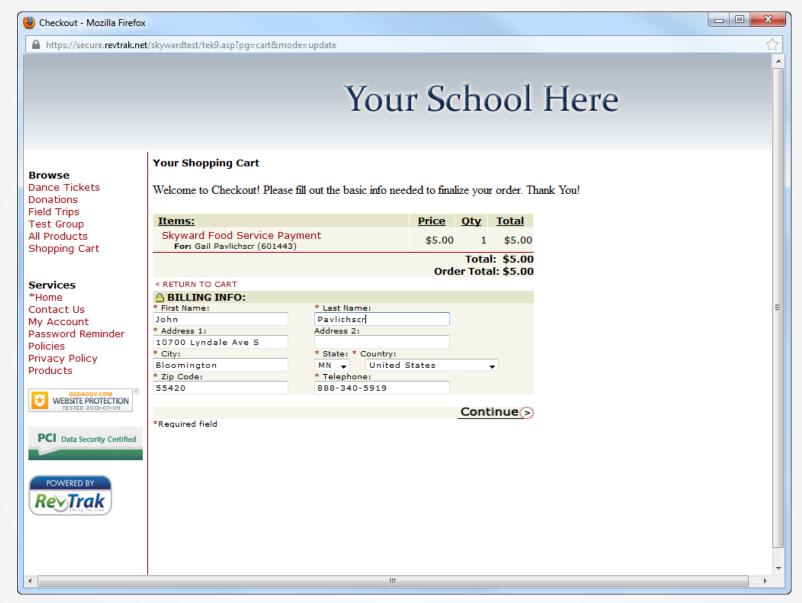click the "Pay with Vendor" button.

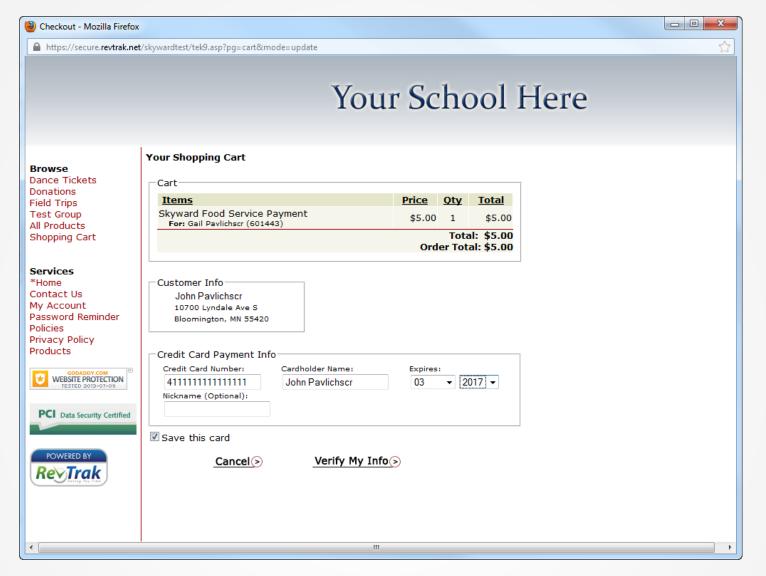You are automatically taken to the *RevTrak*® Web Store.
Verify that the name of the student and the payment amount are correct, then click the "Go to Checkout" button.
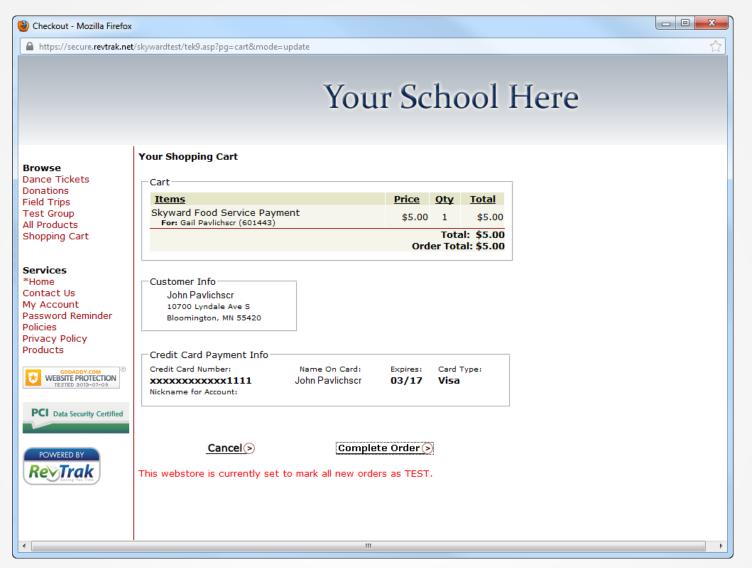
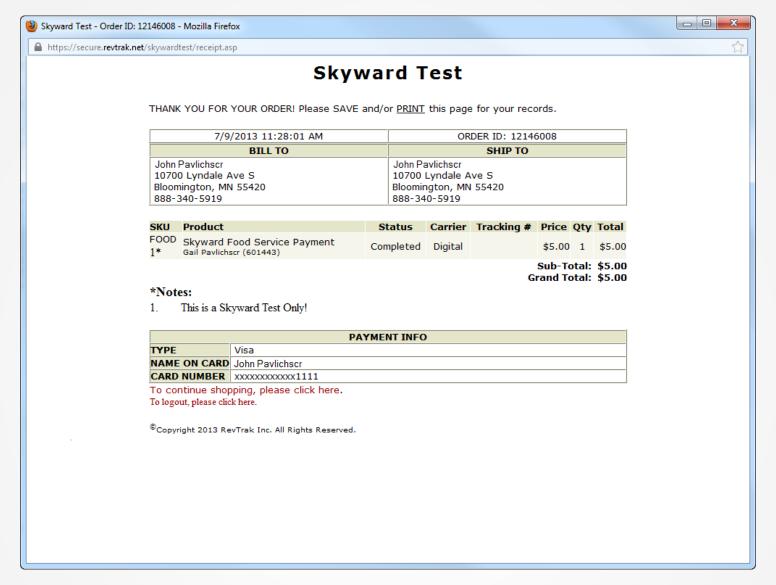Log into RevTrak to complete the payment.

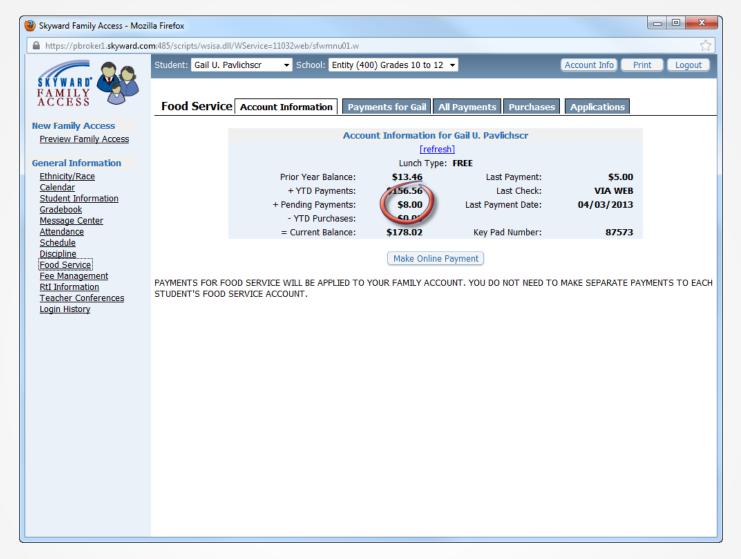Verify your information and click the "Continue" button.

Enter your credit card information and
click the "Verify My Info" button.

When you are ready to make the payment,
click the "Complete Order" button.

After your payment has been processed,
a receipt is available for your records.

After the transaction is complete,
you can verify your payment by returning to Skyward.