



"Building a Legacy of Learning"

ONLINE PAYMENTS NOW AVAILABLE!

For your convenience, the Centralia School District has contracted with RevTrak, a national credit card payment processor, to provide you a simple, secure, and convenient way of making online payments for your school registration. Parents register through the Skyward Family Access parent portal, then pay online with VISA, MasterCard, or Discover credit or debit cards. Our Web Store accepts payments over the internet 24/7.

Pay the Following Fees Online:

- Food Service (Skyward)
- Registration Fees
- And More!!

Parents can make payments online while on their home or work computer, any time of the day. It only takes a few minutes to make a payment using a VISA, MasterCard, or Discover credit or debit card. The convenience of paying online is further enhanced when parents access the store and see a familiar shopping cart (just like shopping online).

To make an online payment follow these simple steps:

- Visit our website at <http://www.centralia.k12.wa.us>
- Click on the **Skyward Family Access** under the **Quick Links** on the left
- Follow prompts to shop
- Make payment using a **VISA, MasterCard, or Discover** debit or credit card

A payment receipt will be emailed to the address used when setting up the Web Store account. To view/print previous online payment receipts or to update login information please click on **My Account**.

Please Visit the Centralia School Website for Future Updates!

Centralia School District
2320 Borst Ave.
Centralia, WA 98531

<http://www.centralia.k12.wa.us>



See reverse side for detailed instructions

Payment Instructions for the Centralia School District Web Store

- Visit our website at <http://www.centralia.k12.wa.us/>
- Select **Skyward Payments**, and you will be redirected to the parent portal
- **Log in** to Skyward Family Access
- Click on the **Food Service or Fee Management**
- Update **Payment Amount**
- Update **Cart**
- Update **Payment Amount** and **Cart** for multiple students (if applicable)
- Follow prompts
- Select **Pay with Vendor** (you will be redirected to your shopping cart in the Web Store)
- Double check fees in cart, and click **“Go to Checkout”** if all fees are correct
- If you are a **new customer**, select **“I am a new customer.”** Enter your email address and click **“Sign In.”** If you are a **returning customer**, select **“I am a returning customer.”** Enter your email address, password, and click **“Sign In”**.
- Enter your **billing and payment information**. Create a password if required.
- Verify information for accuracy and select **“Complete Order”**.
- **Payment will be processed** and Receipt can be viewed and printed. A copy of your receipt will also be sent to the email address provided during account set up.
- **Logout** (A logout link can be found under **My Account**)

Shopping cart contents:	Price	Qty	Total
Baseball	\$90.00	1	\$90.00
Total:			\$90.00