

Lunch and Student Fee Web Payments/Family Access

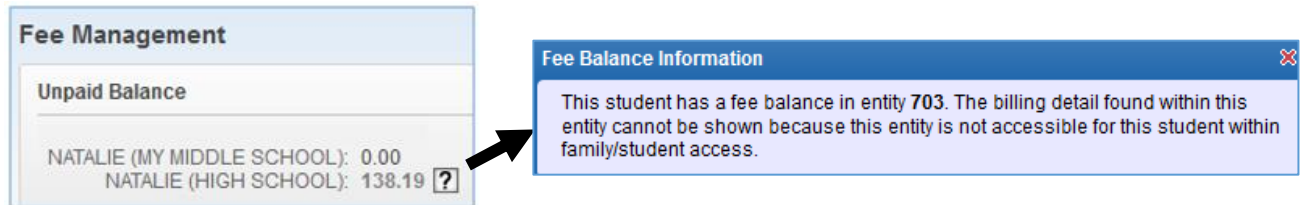
Parents can make lunch and student fee payments for student(s) with one credit card through Family Access.

1. Sign In to Family Access by going to <https://skystu.jordan.k12.ut.us>. Contact your school for your Login Id and Password information.

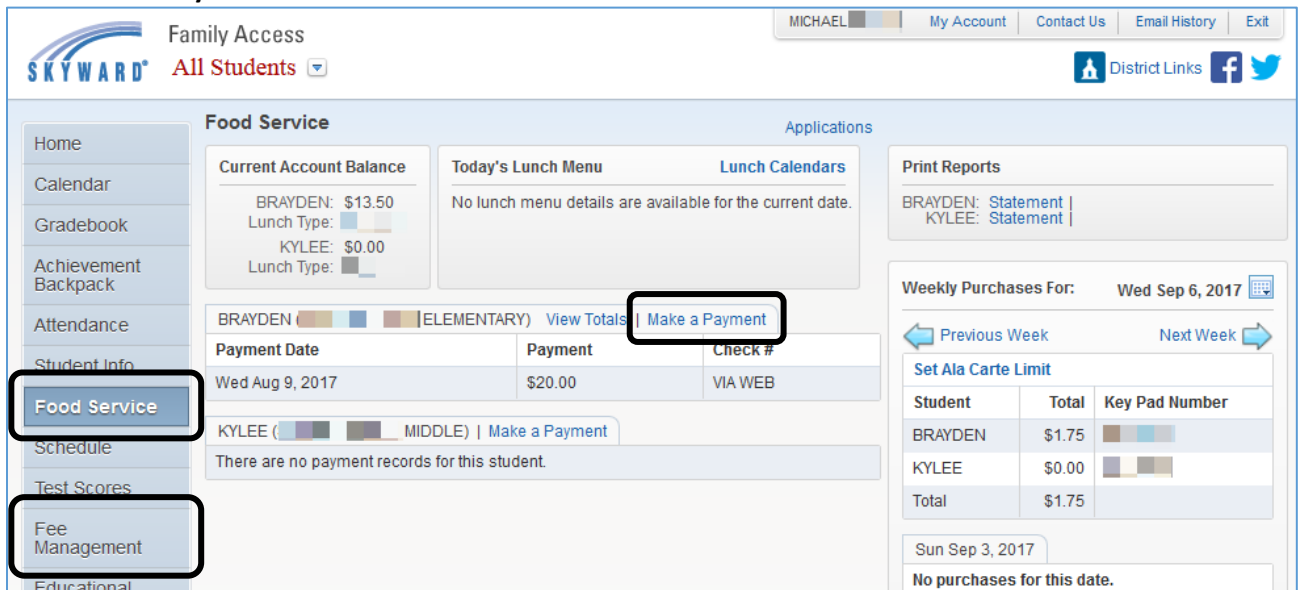


2. Select either **Food Service** or **Fee Management**.

Note regarding charges from a school the student is not enrolled in: A student may have a charge added by a school that the student is not enrolled in. For example, Natalie is in 9th grade and is enrolled in XXX Middle School. She participates in the swim team at ZZZ High School. The high school can add Natalie as a customer and add charges that can be seen in Family Access. On the Fee Management Tab in Family Access the guardian may see a balance due at the high school, along with a question mark. The question mark has a message that the billing detail cannot be shown because the entity is not accessible (shown below). Guardians can still make payments towards all fees at all locations by following the steps below.



3. Click **Make a Payment**.



4. To make a food service payment, click **Update Payment Amount** on the Food Service Payment line.

Online Payment Entry - Single Point of Entry Interface Back

Online Payment Entry for User: MICHAEL

Online Payment Vendor: Credit Card Pay with Vendor Empty Cart

I would like to make an online payment for: (Please click the Update Payment Amount button to select an item to pay)

BRAYDEN	Total Payment BRA000:	0.00
Food Service Payment:	<input type="text" value="0.00"/> Update Payment Amount	Clear Items Balance: 13.50
Fee Management Payment:	<input type="text" value="0.00"/> (Insufficient Access)	

Pending Cart
No items in cart

KYLEE	Total Payment KYL000:	0.00
Food Service Payment:	<input type="text" value="0.00"/> Update Payment Amount	Clear Items Balance: 0.00
Fee Management Payment:	<input type="text" value="0.00"/> Update Payment Amount	Clear Items Balance: 0.00

Total Payment Amount for all Students:

5. Add desired payment amount. Click **Update Cart**.

Update Food Service Payment Amount Back

Update Food Service Payment For BRAYDEN

Prior Year Balance:	<input type="text" value="19.75"/>
+ YTD Payments:	<input type="text" value="20.00"/>
- YTD Purchases:	<input type="text" value="24.50"/>
- Pending Purchases:	<input type="text" value="1.75"/>
Current Balance:	<input type="text" value="13.50"/>
* Payment Amount:	<input style="background-color: #d9ead3;" type="text" value="10.00"/>

Update Cart

6. Payment will appear in the **Pending Cart**.

Online Payment Entry - Single Point of Entry Interface Back

Online Payment Entry for User: MICHAEL

Online Payment Vendor: Credit Card Pay with Vendor Empty Cart

I would like to make an online payment for: (Please click the Update Payment Amount button to select an item to pay)

BRAYDEN	Total Payment BRA000:	10.00
Food Service Payment:	<input type="text" value="10.00"/> Update Payment Amount	Clear Items Balance: 13.50
Fee Management Payment:	<input type="text" value="0.00"/> (Insufficient Access)	

Pending Cart
BRAYDEN

Food Service 10.00

Total: 10.00

KYLEE	Total Payment KYL000:	0.00
Food Service Payment:	<input type="text" value="0.00"/> Update Payment Amount	Clear Items Balance: 0.00
Fee Management Payment:	<input type="text" value="0.00"/> Update Payment Amount	Clear Items Balance: 0.00

Total Payment Amount for all Students:

7. Repeat steps 4 and 5 to add lunch money to other students. Pending Cart will update.

Online Payment Entry - Single Point of Entry Interface

Online Payment Entry for User: MICHAEL

Online Payment Vendor: Credit Card Pay with Vendor Empty Cart

I would like to make an online payment for: (Please click the Update Payment Amount button to select an item to pay)

Student	Food Service Payment	Fee Management Payment	Total Payment	Balance
BRAVDEN	10.00	0.00 (Insufficient Access)	10.00	13.50
KYLEE	25.00	0.00	25.00	0.00
Total			35.00	

Total Payment Amount for all Students: 35.00

Pending Cart
BRAVDEN
Food Service 10.00
KYLEE
Food Service 25.00
Total: 35.00

8. To add a student fee payment, click **Update Payment Amount** on the Fee Management Payment line. Note: "Insufficient Access" next to Fee Management Payment indicates the student is in elementary school and does not have Fee Management access.

Online Payment Entry - Single Point of Entry Interface

Online Payment Entry for User: MICHAEL

Online Payment Vendor: Credit Card Pay with Vendor Empty Cart

I would like to make an online payment for: (Please click the Update Payment Amount button to select an item to pay)

Student	Food Service Payment	Fee Management Payment	Total Payment	Balance
BRAVDEN	10.00	0.00 (Insufficient Access)	10.00	13.50
KYLEE	25.00	0.00	25.00	0.00
Total			35.00	

Total Payment Amount for all Students: 35.00

Pending Cart
BRAVDEN
Food Service 10.00
KYLEE
Food Service 25.00
Total: 35.00

- Pre-loaded fees might already appear under **Fees due for student**. Additional fees may be added by selecting a fee from the list under **Fees that can be added to this student's account** and clicking on the **Add** button.
- Once all fees are added, click **Pay Fee** check box and **Update Cart**.

Update Fee Management Payment Amount

Update Fee Management Payment For KYLEE

Fees due for student KYLEE

Due Date	Description	Amount Charged	Amount Paid	Amount Due	Pay Fee	Payment Amount	Remaining Due
09/05/2017	BAND INSTRUMENT RENTAL	80.00	0.00	80.00	<input checked="" type="checkbox"/>	80.00	0.00

Total Payment Amount for Selected Charges: 80.00 **Update Cart**

Fees that can be added to this student's account [Display Fees]

Description	Amount	Entity	Schl Yr	Why would I add this fee?	Add Fee?	Enrolled
General: Art	10.00	411	2018	- Class fee for Foundation Art 1 and 2.	Add	
General: CERAMICS	10.00	411	2018	- Class fee for Ceramics 1 and 2.	Add	
General: Dance	10.00	411	2018	- Class fee for Dance 1 and 2.	Add	
General: Exploring Technology	10.00	411	2018	- Class fee for Exploring Technology. This class is	Add	

- If paying fees for additional students, repeat steps 8 through 10.
- Pending Cart** will update. Select **Pay with Vendor**. Select **Yes** to proceed to e-Funds Log In window.

Online Payment Entry - Single Point of Entry Interface

Online Payment Entry for User: MICHAEL

Online Payment Vendor: Credit Card **Pay with Vendor** Empty Cart

I would like to make an online payment for: (Please click the Update Payment Amount button to select an item to pay)

BRAYDEN Total Payment BRA000: 10.00
 Food Service Payment: 10.00 Update Payment Amount Clear Items Balance: 13.50
 Fee Management Payment: 0.00 (Insufficient Access)

KYLEE Total Payment KYL000: 105.00
 Food Service Payment: 25.00 Update Payment Amount Clear Items Balance: 0.00
 Fee Management Payment: 80.00 Update Payment Amount Clear Items Balance: 0.00

Total Payment Amount for all Students: 115.00

Pending Cart
BRAYDEN
 Food Service 10.00
KYLEE
 Food Service 25.00
 BAND INSTRUMENT 80.00
Total: 115.00

Submit Payment
 Are you sure you are ready to submit the payment?
Yes No

- You will be re-directed to the eFunds for Schools log in page.

14. Log in to e-Funds by entering personal e-Funds Username and Password. If this is the first time to make an online payment at Jordan School District, select **Create an account** and follow steps to create an eFunds account.

15. In eFunds, click **Submit Payment** to complete the web payment. Note: Do not double click. Be patient and do not click Submit Payment more than one time. It will result in multiple payments being processed. After payment has processed, **Logout** in order to maintain the security of your credit card information.

Payment Date	Amount	Payment Status	Skyward Status
2017-06-29	\$0.01	Processed	Notified
2017-04-06	\$0.01	Processed	Notified
2017-03-22	\$0.01	Processed	Notified
2017-03-22	\$0.01	Declined	
2017-02-13	\$0.01	Processed	Notified

16. Back in Skyward, payments can be viewed and statements processed.

Food Service Applications

Home | Calendar | Gradebook | Achievement Backpack | Attendance | Student Info | **Food Service** | Schedule | Test Scores | Fee Management | Educational

Current Account Balance
 BRAYDEN: \$13.50
 Lunch Type: []
 KYLEE: \$0.00
 Lunch Type: []

Today's Lunch Menu [Lunch Calendars](#)
 No lunch menu details are available for the current date.

Print Reports
 BRAYDEN: [Statement](#) |
 KYLEE: [Statement](#) |

Weekly Purchases For: **Wed Sep 6, 2017** []
 Previous Week | Next Week

Set Ala Carte Limit

Student	Total	Key Pad Number
BRAYDEN	\$1.75	[]
KYLEE	\$0.00	[]
Total	\$1.75	

Sun Sep 3, 2017
 No purchases for this date.

Payment Date	Payment	Check #
Wed Aug 9, 2017	\$20.00	VIA WEB

KYLEE ([] MIDDLE) | [Make a Payment](#)
 There are no payment records for this student.

Fee Management

Home | Calendar | Gradebook | Achievement Backpack | Attendance | Student Info | Food Service | Schedule | Test Scores | **Fee Management**

Unpaid Balance
 KYLEE ([] MIDDLE): 0.00

Print Reports
 KYLEE: [Statement](#) |

KYLEE ([] MIDDLE) | [View Fees](#) | [View Payments](#) | [View Totals](#) | [Make a Payment](#) | [Add a Fee](#)

School Year	Due Date	Fee Description	Amount Charged	Amount Paid	Amount Due	Remaining Due	Payor Name	Pay Plan ID
2018	Tue Jul 18, 2017	***Registration	65.00	65.00	0.00	0.00	KYLEE []	