



# WHITEHALL SCHOOL DISTRICT

Facilitating Leaders and Lifelong Learners

Welcome to the Web Store

## ONLINE PAYMENTS NOW AVAILABLE!

For your convenience, the Whitehall 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 and then pay online with Discover, MasterCard or VISA credit or debit cards. Our Web Store accepts payments over the internet 24/7.

### Pay the Following Fees Online:

- Food Service (Skyward)

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 Discover, MasterCard or VISA 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 district site at <http://whitehallsd.k12.wi.us>
- Click on the **Skyward Family Access**
- Follow prompts to shop
- Make payment using a **Discover, MasterCard or VISA** 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 payments or to update login information please click on **My Account**.

**Please Visit the Whitehall School District Website for Future Updates!**

Whitehall School District  
19121 Hobson Street  
Whitehall, WI 54773  
<http://whitehallsd.k12.wi.us>



## Payment Instructions for the Whitehall School District Web Store

- Visit our district website at <http://whitehallsd.k12.wi.us>
- Click on **Family Access**
- **Login** to Skyward Family Access
- Click on the **Food Service** button
- Update **Payment Amount** for multiple students
- Update **Cart**
- 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
  - **PLEASE NOTE: If adjustments need to be made to your payment in Family Access:**

- Please **Empty** your shopping cart
- **Sign out of Family Access**
- **Sign back in to Family Access** to start over

**DO NOT USE BACK BUTTON TO MAKE ADJUSTMENTS**

- When all fees are in shopping cart, click **Go to Checkout**
- If you are a **new customer**, select **I am a new customer**. Enter your email address and **Sign In**. If you are a **returning customer**, select **I am a returning customer**. Enter your email address, password, and select **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**)

