



INSPIRING ACHIEVEMENT

ONLINE FOOD SERVICE PAYMENTS NOW AVAILABLE!

For your convenience, Propel Schools has contracted with RevTrak, a national credit card payment processor, to provide you a simple, secure, and convenient way of making online food service payments. Parents can pay online with Discover, MasterCard, or VISA credit or debit cards. Our Web Store accepts payments over the internet 24/7. **Please note:** There will be a 3.61% service fee charged at checkout.

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 website at **propelschools.org**
- Click on **Skyward Family Access** and enter your **Login ID** and **Password**
- 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 Propel Schools Website for Future Updates!

Propel Schools
3447 East Carson Street
Pittsburgh, PA 15203
www.propelschools.org



Payment Instructions

- Visit our district website at **www.propelschools.org**
- Click on **Skyward Family Access**
- Enter **Login ID** and **Password**
- 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**)

Shopping cart contents:	Price	Qty	Total
Baseball Note: xxxxx 1st participant?: 2-4 grade 2nd participant part 2: 2-4	\$90.00	1	\$90.00
			Total: \$90.00
			Order Total: \$90.00