ONLINE PAYMENT PROGRAM—
NOW AVAILABLE FOR SCHOOL MEALS!

For your convenience, the Auburn School District Child Nutrition Services department has contracted with RevTrak (a national credit-card-payment processor) to provide you a simple, secure, and convenient way of making school meal payments for your student. The online payment program will be rolled out* in three phases:

- Phase I – **Middle School Students**: on-line payment function accessible **April 16**
- Phase II – **High School Students**: on-line payment function accessible **May 1**
- Phase III – **Elementary School Students**: on-line payment function accessible **June 1**

Parents/guardians can register through the Skyward Family Access portal, and prepay school meals online with VISA, MasterCard, or Discover credit/debit cards. Our web store accepts payments online, anytime – 24/7. **Please Note:** A 3.49% service fee will be added to your order at time of checkout.

TO MAKE AN ONLINE SCHOOL MEAL PAYMENT, FOLLOW FOUR SIMPLE STEPS:

1. Visit the district website at **http://www.auburn.wednet.edu**
2. Click on the **A⁺ Family Access** **button** at the top right corner
3. Follow the prompts to shop
4. Make payment using a **VISA, MasterCard,** or **Discover** debit/credit card

A payment receipt will be sent to the email address used when setting up the web store account. To view/print previous online payment receipts, or to update login information, click on **My Account**.

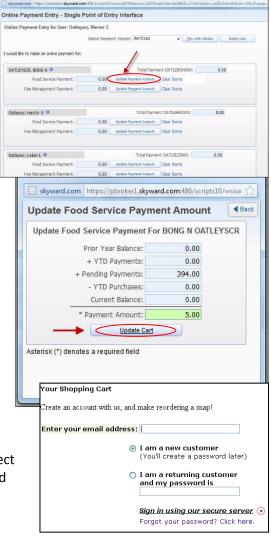**Visit the Auburn School District Web Store for Future Updates**!

Auburn School District
1302 4TH ST SW
Auburn, WA 98001
https://auburndistrict.revtrak.net/tek9.asp

* The roll out of RevTrak is timed to match roll-out dates for the new meal service module in Skyward, which will allow parents/guardians to view school meal information as well as grades, attendance, and personal information. All account balances will transfer to the new system.

See reverse side for detailed instructions

PAYMENT INSTRUCTIONS FOR THE AUBURN SCHOOL DISTRICT WEB STORE

- Visit the district website at **http://www.auburn.wednet.edu**

- Select **A⁺ Family Access** button at the top right corner

- **Log in** to Skyward Family Access

- Click on the **Food Service** tab

- 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**)

For help with Family Access, contact staff in the office at your student's school.

For questions about child nutrition,

please contact ASD Child Nutrition Services at 253-931-4972.