



Welcome to the Web Store



## 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<sup>+</sup> 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<sup>+</sup> 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**)

Online Payment Entry - Single Point of Entry Interface

Online Payment Vendor: SerVizak [Pay with Vendor] [Empty Cart]

I would like to make an online payment for:

Student	Food Service Payment	Fee Management Payment	Total Payment
OATLEYS, BONG N	0.00	0.00	0.00
OATLEYS, Hector O	0.00	0.00	0.00
OATLEYS, Leticia L	0.00	0.00	0.00

Update Food Service Payment Amount

Update Food Service Payment For BONG N OATLEYS

Prior Year Balance:	0.00
+ YTD Payments:	0.00
+ Pending Payments:	394.00
- YTD Purchases:	0.00
Current Balance:	0.00
* Payment Amount:	5.00

[Update Cart]

Asterisk (\*) denotes a required field

Your Shopping Cart

Create an account with us, and make reordering a snap!

Enter your email address: [text box]

☒ I am a new customer  
(You'll create a password later)

☐ I am a returning customer  
and my password is [text box]

[Sign in using our secure server](#) >

[Forgot your password? Click here.](#)

Step 1: ViewCart Step 2: Order Info Step 3: Payment Step 4: Receipt

Shopping cart contents:	Price	Qty	Total
<b>Student Lunch</b>	\$90.00	1	\$90.00

Total: \$90.00  
Order Total: \$90.00

< RETURN TO CART

**BILLING INFO:**

\* First Name: [text box] \* Last Name: [text box]

\* Address 1: [text box] Address 2: [text box]

\* City or Province: [text box] \* State / Country: [dropdown menu] / [dropdown menu]

\* Zip Code: [text box] \* Telephone: [text box]

**ACCOUNT INFO:**

\* Email Address: john\_anderson@demo.com \* Password: [text box] See Hints

\* Please re-enter password: [text box]

\*Required field

[Continue](#) >

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.