PRE PAY FOR SCHOOL MEALS USING YOUR FAMILY ACCESS CREDENTIALS!

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, convenient, and time-saving way of making school meal payments* for your student.

Parents/guardians can register through the Skyward Family Access** portal, and pre pay school meals online with VISA, MasterCard, or Discover credit/debit cards. Our web store accepts payments online, anytime – 24/7. A 3.62% service fee, to the vendor, will be added to your order at time of checkout.

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

1. Visit the district website at [http://www.auburn.wednet.edu](http://www.auburn.wednet.edu)
2. Click on the 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. See reverse side for detailed instructions.

Visit the Auburn School District Web Store for Future Updates!

Auburn School District Child Nutrition Services
1302 4TH ST SW
Auburn, WA 98001

* Cash and checks can still be sent to the school to pre pay meal accounts, you are not required to pre pay meals using RevTrak.

** To obtain your Family Access login and password, or 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.
PRE PAY FOR SCHOOL MEALS USING YOUR FAMILY ACCESS CREDENTIALS!

PAYMENT INSTRUCTIONS FOR THE AUBURN SCHOOL DISTRICT WEB STORE

- Obtain your **Family Access** login and password (if you do not already have this information) from staff in the office at your student’s school.

- Visit the district website at [http://www.auburn.wednet.edu](http://www.auburn.wednet.edu)
- Select **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.**)

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RevTrak info flyer 2015-16 (H: RevTrak)