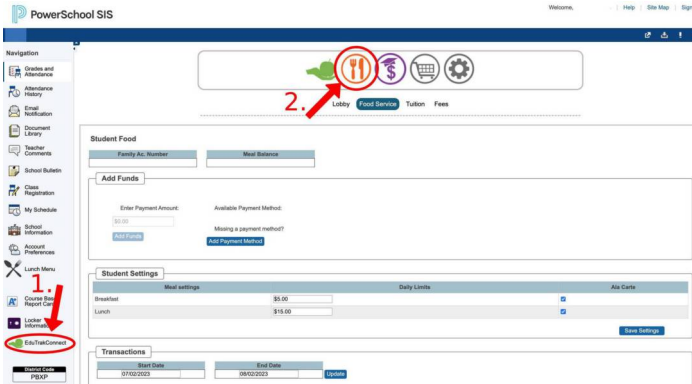


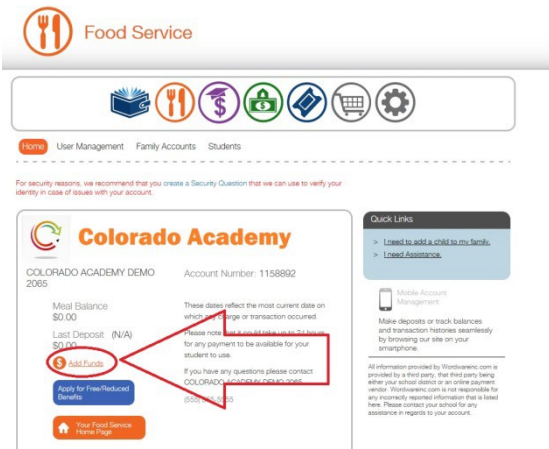
# Making an online payments

Log into your PowerSchool SIS account, then:

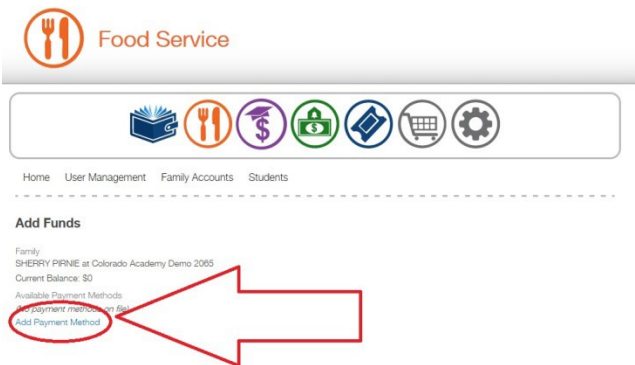
1. Click the EduTrakConnect icon from the menu on the left
2. Click the Food Service icon from the menu that displays on the top of the page



There are two ways to make payments. The first way is through Food Service. Click on “Add Funds.”



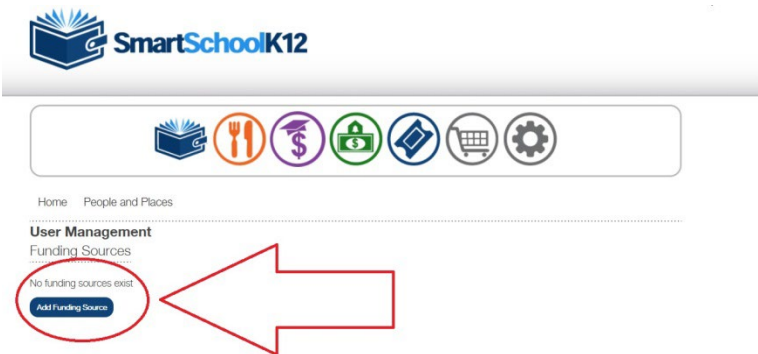
Click on “Add Payment Method.”



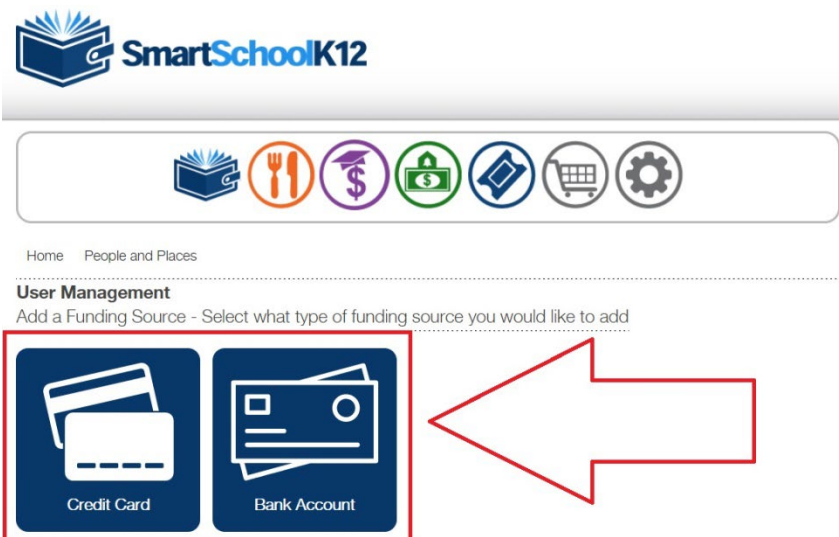
You will be redirected to the SmartSchoolK12 Lobby.



Click on "Add Funding Source."



Select Credit Card or Bank Account option.



Enter your credit card or bank account information and then click the blue "Save" button.



Home People and Places

**User Management**

Add a Funding Source

Please enter credit card information:

**First Name:**

**Last Name:**

**Address:**

**City:**

**State:**

**Zipcode:**

**Card Number**

**Expiration Date**

**Card Code**

**Important:**

For security reasons, auto-fill is not supported for the credit card number.

Please do not select auto fill and manually enter the credit card number.

If you have problems, scroll down to the reset button and start this process over.

Any failed attempts to enter a credit card number will require you to restart the process.

Click "Reset" to restart.

**Important:**

For security reasons, auto-fill is not supported for the credit card number.


Please do not select auto fill and manually enter the credit card number.

If you have problems, scroll down to the reset button and start this process over.

Any failed attempts to enter a credit card number will require you to restart the process.

Click "Reset" to restart.

Next, click on the orange fork and knife.

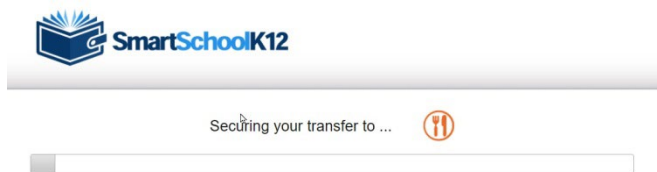


The screenshot shows the SmartSchoolK12 dashboard. At the top left is the logo. Below it is a navigation bar with icons for Home, People and Places, User Management, Funding Sources, and a red circle around a fork and knife icon. A red arrow points from the fork and knife icon to the 'Add Funding Source' button in the 'Funding Sources' section. The 'Funding Sources' section contains a table with the following data:

Type	Last 4	Added
Credit Card	1111	01/14/2022 X

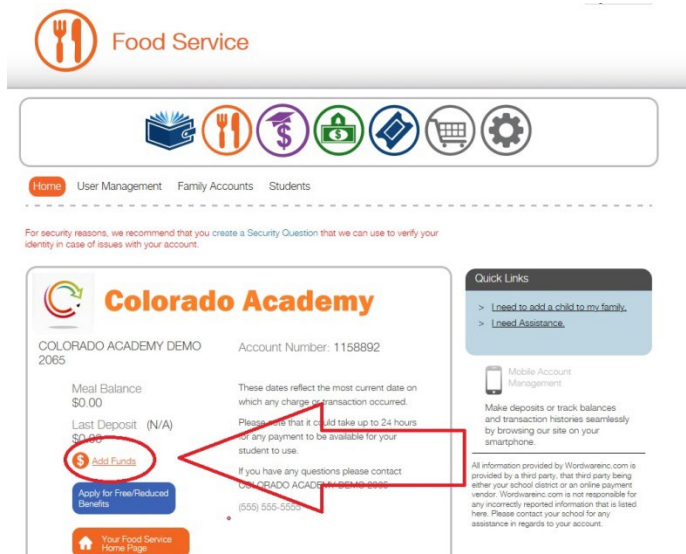
Below the table is a button labeled 'Add Funding Source' and a link that says '...or Return to settings page'.

You will be transferred to Food Service.



The screenshot shows a loading screen with the SmartSchoolK12 logo at the top. Below the logo, the text 'Securing your transfer to ...' is displayed next to a fork and knife icon. A progress bar is visible below the text.

Click on "Add Funds."



The screenshot shows the Food Service dashboard. At the top left is the 'Food Service' logo. Below it is a navigation bar with icons for Home, User Management, Family Accounts, Students, and a red circle around a fork and knife icon. Below the navigation bar is a message: 'For security reasons, we recommend that you create a Security Question that we can use to verify your identity in case of issues with your account.' The main content area is divided into two columns. The left column contains the following information:

**Colorado Academy**  
COLORADO ACADEMY DEMO 2065  
Account Number: 1158892

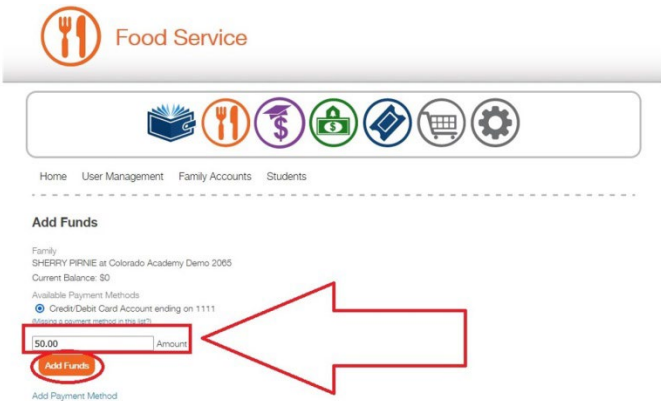
Meal Balance: \$0.00  
Last Deposit (N/A): \$0.00

**Add Funds** (circled in red)

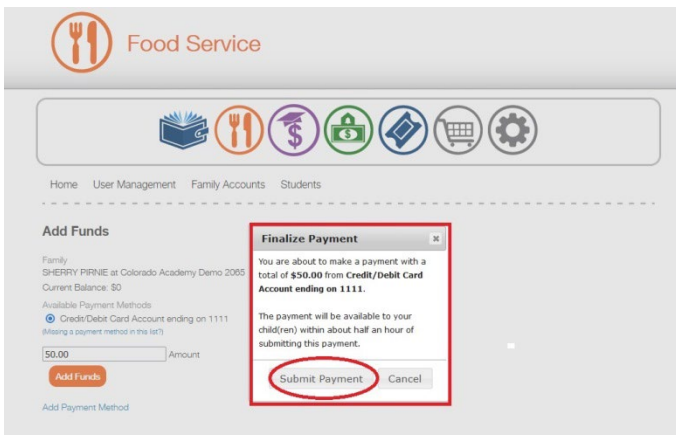
Apply for Free/Reduced Benefits  
Your Food Service Home Page

The right column contains a 'Quick Links' section with two links: '> Need to add a child to my family' and '> Need Assistance'. Below the links is a 'Mobile Account Management' section with a smartphone icon and the text: 'Make deposits or track balances and transaction histories seamlessly by browsing our site on your smartphone.' At the bottom of the right column is a disclaimer: 'All information provided by Worwareinc.com is provided by a third party, that third party being either your school district or an online payment vendor. Worwareinc.com is not responsible for any incorrectly reported information that is listed here. Please contact your school for any assistance in regards to your account.'

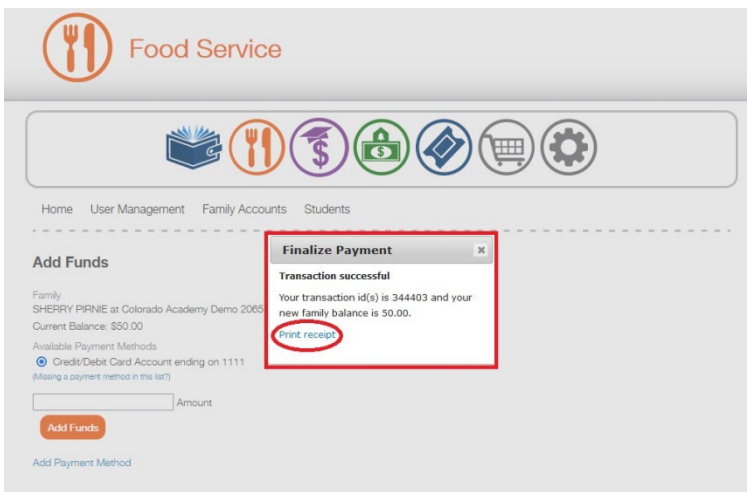
Enter the amount of the payment, select your funding source and then click the orange “Add Funds” button.



You will be asked to finalize your payment. Click the “Submit Payment” button.



You will receive a message saying your transaction was successful. There is an option to print a receipt.



The second way to make a food service payment is through checkout. Click on the shopping cart.

**Food Service**

Home User Management Family Accounts Students

For security reasons, we recommend that you create a Security Question that we can use to verify your identity in case of issues with your account.

**Colorado Academy**  
COLORADO ACADEMY DEMO 2065  
Account Number: 1158892

Meal Balance \$50.00  
Last Deposit 1/14/2022 \$50.00

[Add Funds](#)  
[Apply for Free/Reduced Benefits](#)  
[Your Food Service Home Page](#)

These dates reflect the most current dates on which any charge or transaction occurred. Please note that it could take up to 24 hours for any payment to be available for your student to use. If you have any questions please contact COLORADO ACADEMY DEMO 2065 (555) 555-5555

**Quick Links**  
> [Need to add a child to my family?](#)  
> [Need Assistance?](#)

Mobile Account Management  
Make deposits or track balances and transaction histories seamlessly by browsing our site on your smartphone.

All information provided by Wordware.com is provided by a third party, that third party being either your school district or an online payment vendor. Wordware.com is not responsible for any incorrectly reported information that is listed here. Please contact your school for any assistance in regards to your account.

You will be transferred to checkout.

**SmartSchoolK12**

Securing your transfer to ...

Enter the payment amount.

**SSK12 Checkout**

Checkout History

COLORADO ACADEMY DEMO 2065 [Checkout](#)

**AUREA PIGNEY**  
Student Account ID: 2697207  
Student ID: 102647  
District ID: 2065  
District: COLORADO ACADEMY DEMO 2065

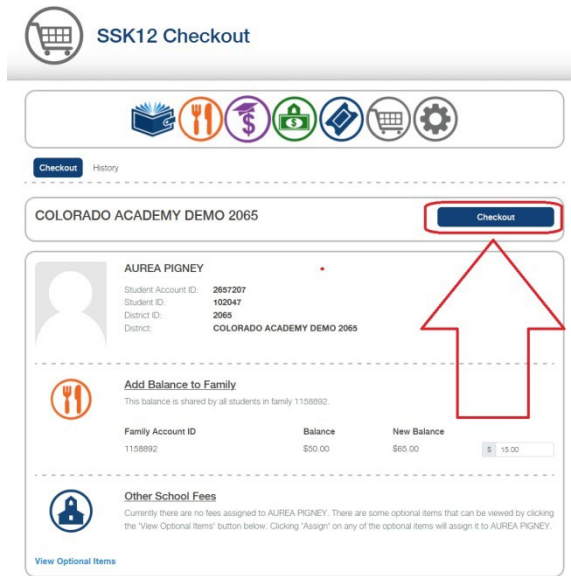
**Add Balance to Family**  
This balance is shared by all students in family 1158892.

Family Account ID	Balance	New Balance
1158892	\$50.00	\$65.00

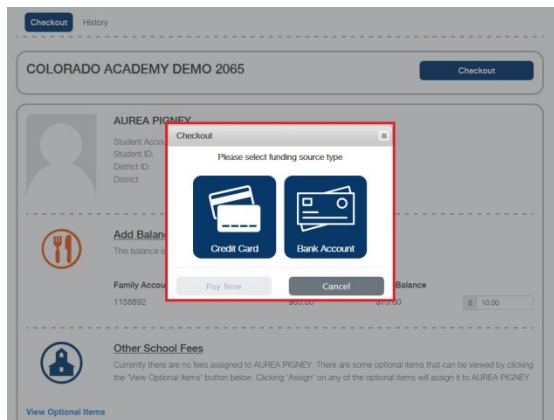
**Other School Fees**  
Currently there are no fees assigned to AUREA PIGNEY. There are some optional items that can be viewed by clicking the "View Optional Items" button below. Clicking "Assign" on any of the optional items will assign it to AUREA PIGNEY.

[View Optional Items](#)

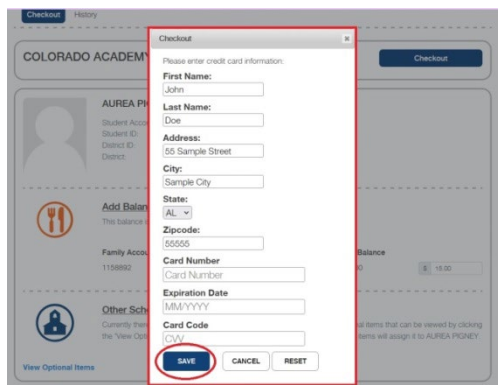
Click the blue "Checkout" button.



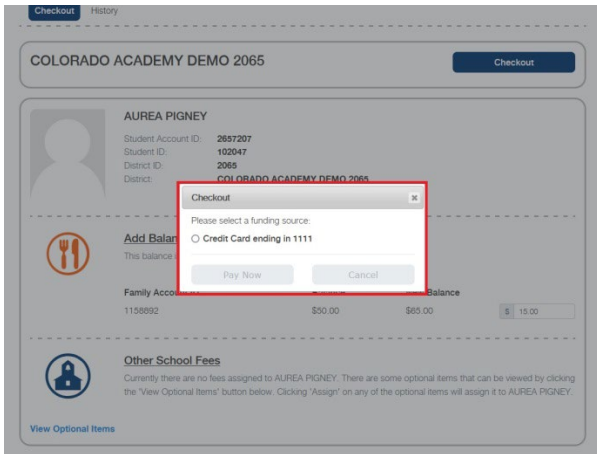
Select your payment option.



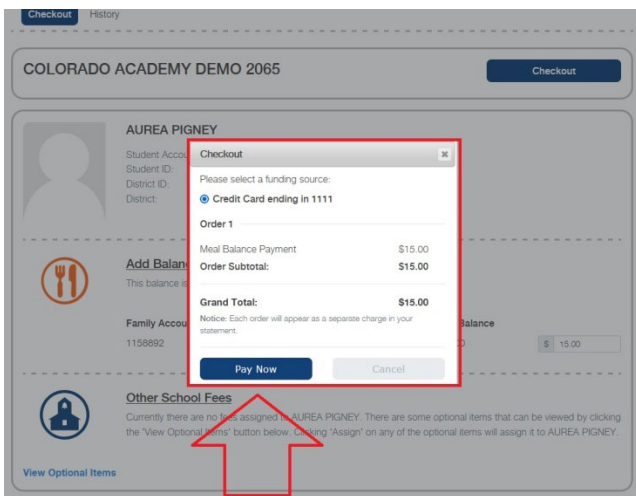
Enter your credit card or bank account information and then click the blue "Save" button.



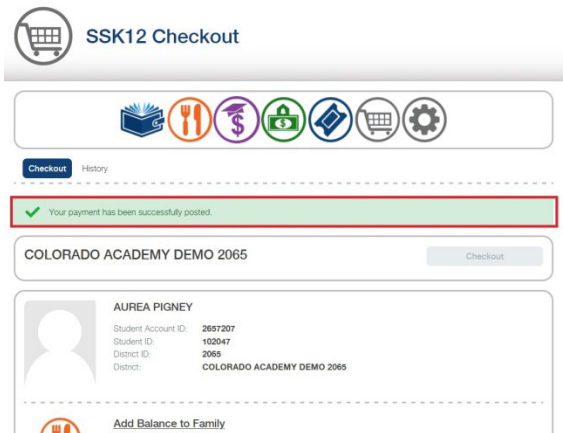
Next, select your funding source.



Then, click the blue "Pay Now" button to complete your transaction.

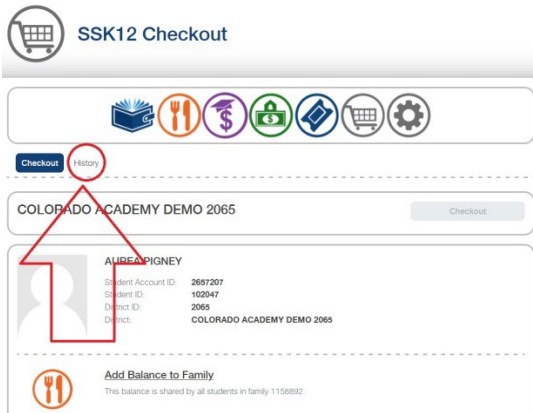


You will receive a message saying your payment was successfully posted.





To view your payments, click on "History."



SSK12 Checkout

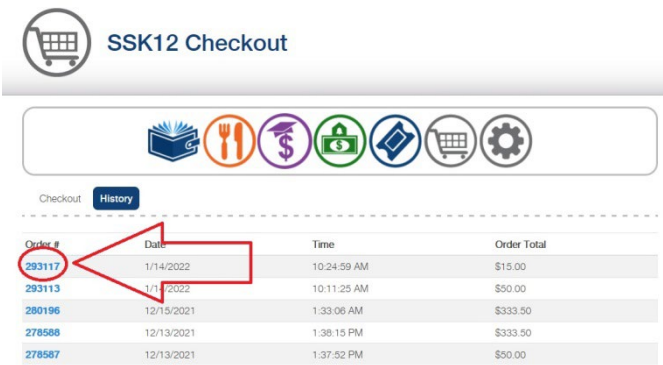
Checkout History

COLORADO ACADEMY DEMO 2065

AUREA PIGNEY  
Student Account ID: 2657207  
Student ID: 102047  
District ID: 2065  
District: COLORADO ACADEMY DEMO 2065

Add Balance to Family  
This balance is shared by all students in family 1158892

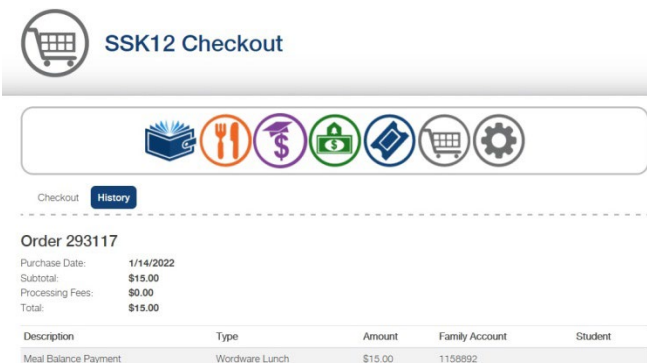
Click on an order number for more detailed information about the payment.



SSK12 Checkout

Checkout History

Order #	Date	Time	Order Total
293117	1/14/2022	10:24:59 AM	\$15.00
293113	1/11/2022	10:11:25 AM	\$50.00
280196	12/15/2021	1:33:06 AM	\$333.50
278588	12/13/2021	1:38:15 PM	\$333.50
278587	12/13/2021	1:37:52 PM	\$50.00



SSK12 Checkout

Checkout History

Order 293117

Purchase Date: 1/14/2022  
Subtotal: \$15.00  
Processing Fees: \$0.00  
Total: \$15.00

Description	Type	Amount	Family Account	Student
Meal Balance Payment	Wordware Lunch	\$15.00	1158892	