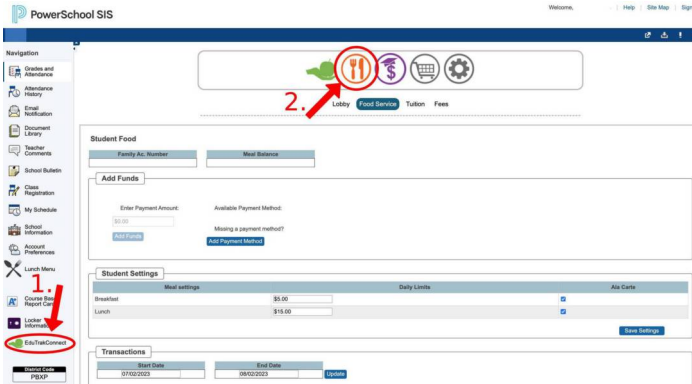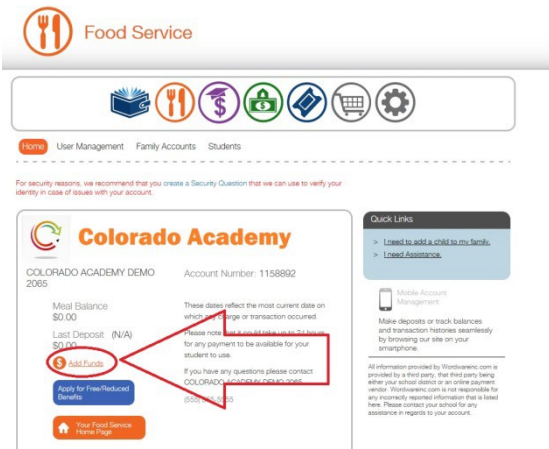# Making an online payments

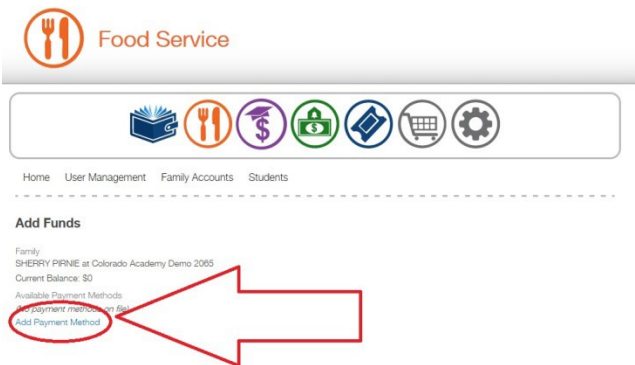Log into your PowerSchool SIS account, then:

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

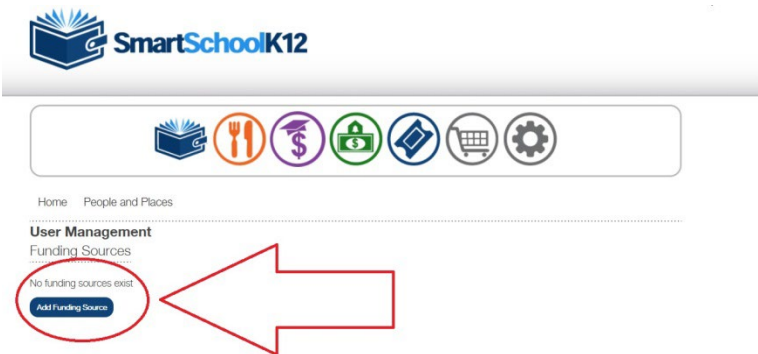There are two ways to make payments. The first way is through Food Service. Click on "Add Funds."
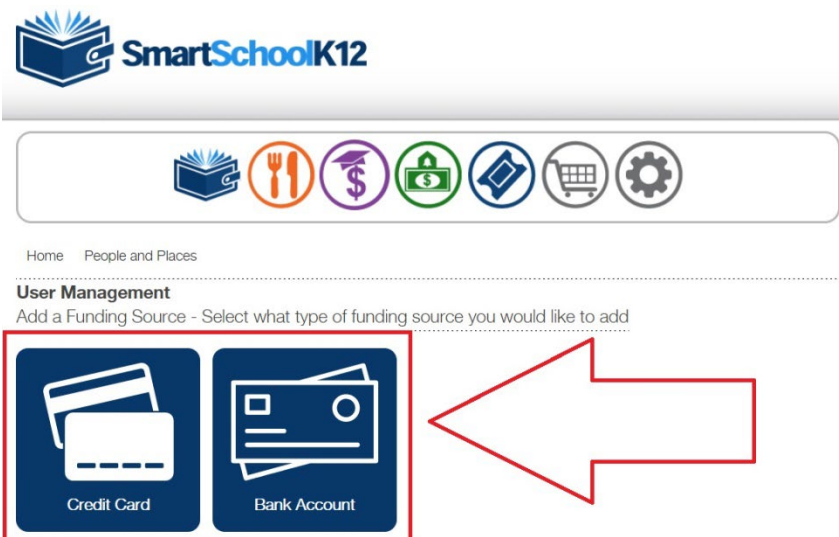

Click on "Add Payment Method."

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.

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.
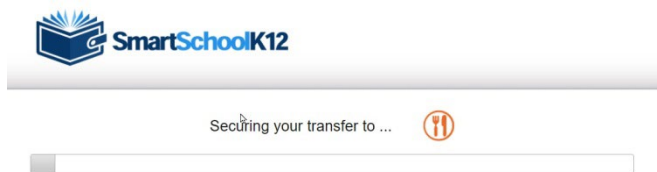
Click "Reset" to restart.

Next, click on the orange fork and knife.

You will be transferred to Food Service.
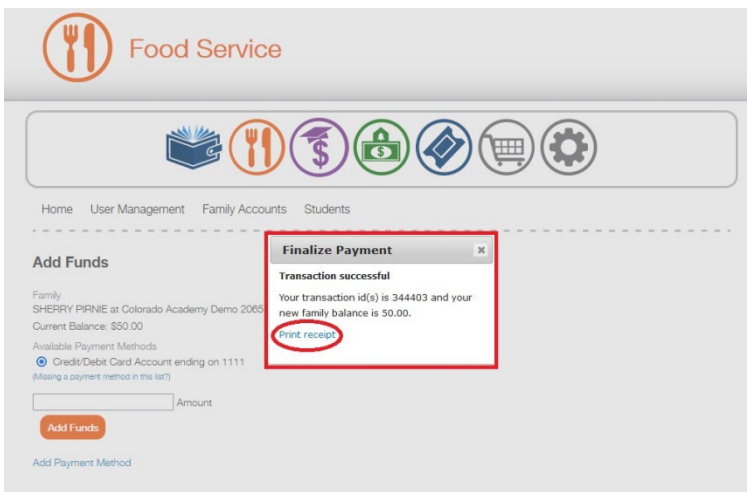

Click on "Add Funds."

Enter the amount of the payment, select your funding source and then click the orange "Add Funds" button.
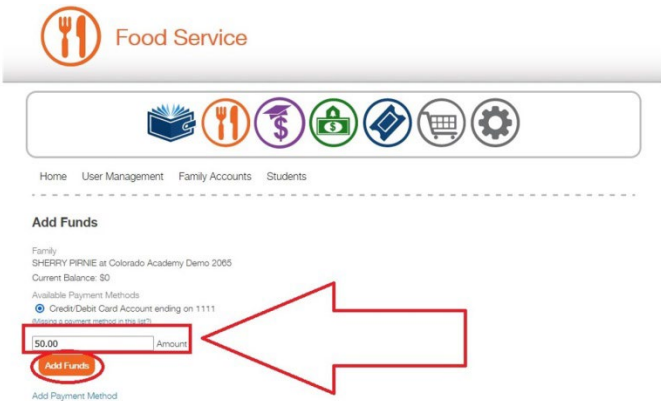
You will be asked to finalize your payment. Click the "Submit Payment" button.
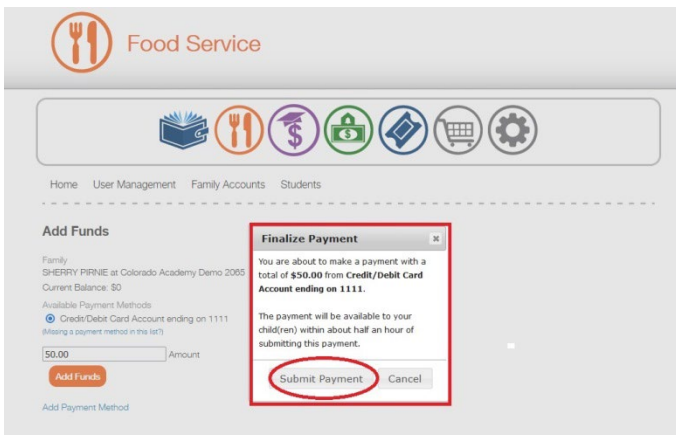
You will receive a message saying your transaction was successful. There is an option to print a receipt.

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

You will be transferred to checkout.
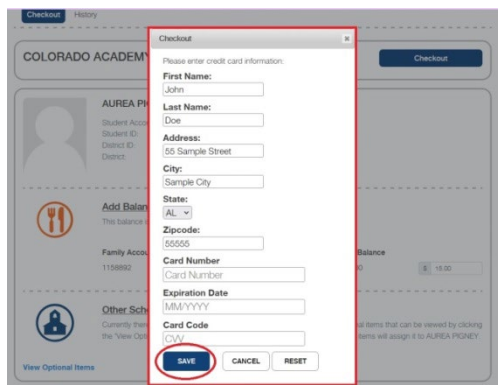

Enter the payment amount.
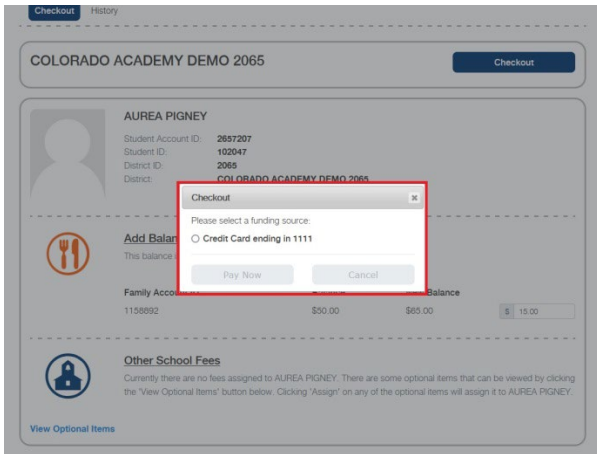
Click the blue "Checkout" button.
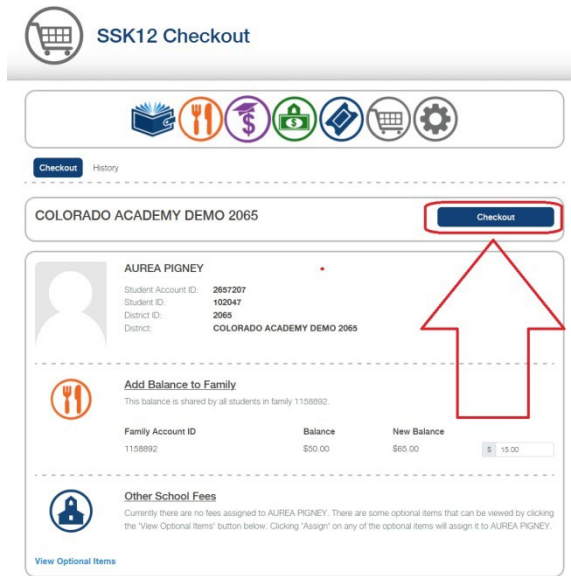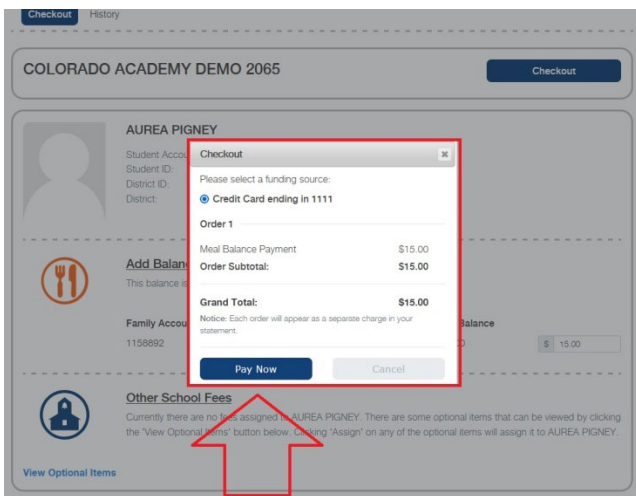

Select your payment option.
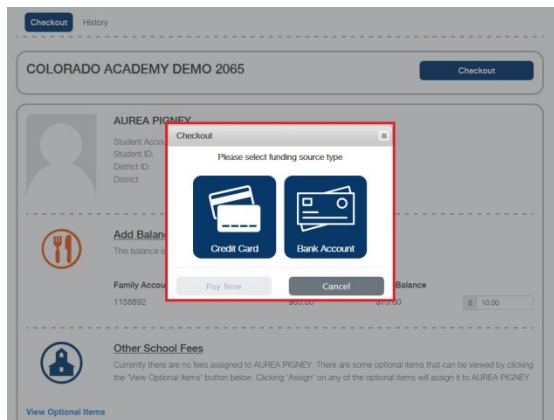
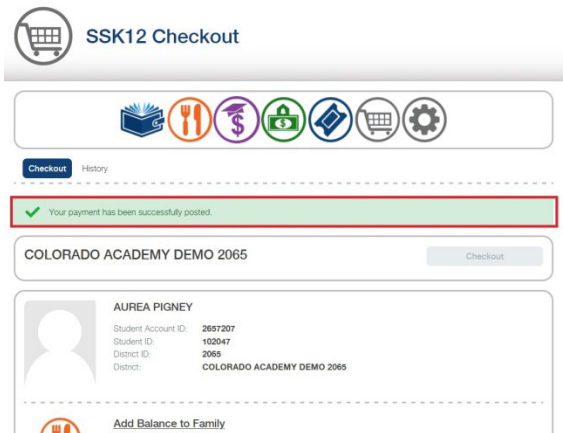Enter your credit card or bank account information and then click the blue "Save" button.

Next, select your funding source.

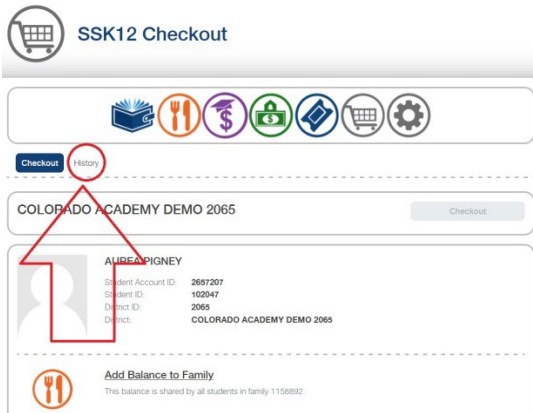Then, click the blue "Pay Now" button to complete your transaction.

You will receive a message saying your payment was successfully posted.
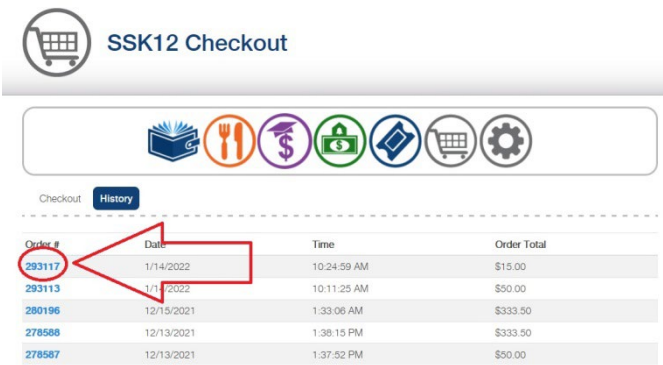
To view your payments, click on "History."
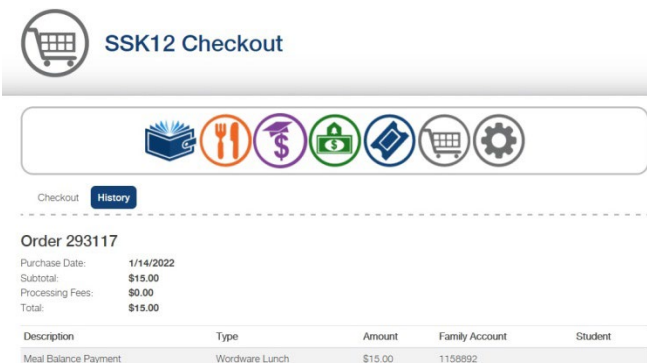
Click on an order number for more detailed information about the payment.