

Directions for Making Payments During Online Registration 2019-20

Fee Payment is the last step of Online Registration. If you do not want to pay at this time OR you want to pay with cash or check, you **MUST** still open the step and then mark the step as Complete. You can mail or drop off a payment at the school your child(ren) will attend in the fall after July 29th. Building secretaries are not in the office during the summer so we are unable to accept payments until that date. **Registration is not considered complete until all fees are paid.**

When you click on **Pay Fees and Add Money to Lunch Account** you will be sent to the Web Store where you will be able to make payments and add money to food service accounts for all of your children in one transaction using a debit or credit card.

Geneseo Middle School 2019-2020)

Step 8. Pay Fees and Add Money to Lunch Account (Required)

There is a \$1 convenience fee on all online transactions. Combine transactions for multiple students into one payment to avoid paying more than one convenience fee.

Your registration is not considered complete until you have paid your registration fees.

Pay Fees and Add Money to Lunch Account

Complete Step 8 Only Complete Step 8 and move to Step 9

You are already logged into Skyward Quick Connect as .

Please click on the action you want to take below:

[Empty the current cart and log out of Skyward Quick Connect as before proceeding with my login.](#)

[Keep my cart and proceed with my new login.](#)

Choose an option to login to your account. After logging in, select an option on the left-hand side or scroll down to see all of the fees listed.

GENESEO CUSD #228
Web Store

Skyward

Not you? [Switch Accounts](#)

FOOD ACCOUNTS

<input type="text"/>	Balance: \$0.10
<input type="text"/> MAKE ONE-TIME PAYMENT	
<input type="text"/>	Balance: \$15.85
<input type="text"/> MAKE ONE-TIME PAYMENT	
<input type="text"/>	Balance: \$0.65
<input type="text"/> MAKE ONE-TIME PAYMENT	

REQUIRED FEES

<input type="text"/>	
MS Registration 19-20 MS Registration 19-20 Due: Aug 15, 2019	\$123.00 <input type="button" value="ADD TO CART"/>
Participation Fee - NON-REFUNDABLE Participation Fee - NON-REFUNDABLE Due: Aug 15, 2019	\$30.00 <input type="button" value="ADD TO CART"/>
HS Registration 19-20 HS Registration 19-20 Due: Aug 15, 2019	\$135.00 <input type="button" value="ADD TO CART"/>
Participation Fee - NON-REFUNDABLE Participation Fee - NON-REFUNDABLE Due: Aug 15, 2019	\$35.00 <input type="button" value="ADD TO CART"/>

OPTIONAL FEES

You successfully signed in to Skyward, however there are no accounts that have optional fees.

Optional fees can be added if they apply to your child.

GMS and GHS Only Participation Fee - One time payment - Covers all activities that student participates in. NON-REFUNDABLE

Do NOT pay the Participation Fee if you child is NOT participating in a sport, activity, club, band or choir. It will NOT be refunded.

For more information regarding Auto-Replenish for Food Service payments.

AUTO-REPLENISH FOR FOOD SERVICE

Processing Schedule

Auto-replenish will process after 7:00 p.m. CT when the food service account balance falls below the threshold.

Transactions

A transaction will be processed when the student's food service account balance falls below the predetermined threshold ("When my balance falls below"). A transaction will process through the payer's account (customer) once per student, per day. If a payment was made the previous day after 7:00 p.m. CT, auto-replenish will not execute a transaction against the transaction. If multiple students are linked to the same customer account and the food service balance falls below the respective thresholds, auto-replenish will process the payments in a single transaction. If two or more customers are linked to a single student's food service account and both have auto-replenish enabled for that student, both customers will be charged for auto-replenish on that student's food service account, based on the customers' respective thresholds.

Failed Transactions

If an auto-replenish transaction fails to process, the account is disabled for future transactions. The customer is notified of the failed transaction by email and informed that the account settings must be updated. The email will include a link to the [RevTrak®](#) Web Store account with instructions on updating the payment method. The payment method must be updated before re-establishing auto-replenish.

For more information, please refer to the [Auto-Replenish for Food Service Guide](#).

For Food Service Payments, select MAKE ONE TIME PAYMENT. Enter in a specific amount or choose a predetermined amount and then select ADD TO CART.

The 'One-Time Payment' screen features a title bar at the top. Below it, a red callout box with the text 'Select an amount OR enter in a specific amount.' points to a text input field containing '\$ 50.00'. To the right of this field are three buttons: 'PAY \$25', 'PAY \$50' (which is highlighted in green), and 'PAY \$100'. A 'Balance \$0.10' label is positioned to the right of the 'PAY \$50' button. At the bottom of the screen, there are two buttons: 'CANCEL' and 'ADD TO CART' (which is highlighted in green and circled with a red oval).

If you have more fees to pay, including fees for another child, select CONTINUE SHOPPING.

To add additional fees, select ADD TO CART then either enter in the amount you would like to pay or select ADD TO CART to pay the full amount. Select either CONTINUE SHOPPING or CHECKOUT.

The 'CART' screen has a dark header with a back arrow and the word 'CART'. Below the header, there is a 'Clear Cart' link. The cart items are listed as follows: 'SKYWARD QC FOOD SERVICE' with a 'For:' field and a 'REMOVE' button showing '\$50.00'; 'MS REGISTRATION 19-20' with a 'For:' field, a 'REMOVE' button showing '\$123.00', and a 'show more' link; and 'MS PTA DUES' with a 'Grade: 8' field, a 'For:' field, a 'show more' link, and a 'REMOVE' button showing '\$5.00'. At the bottom, a summary section shows 'SUB TOTAL \$178.00', 'SERVICE FEE \$1.00', and 'TOTAL \$179.00'. Below the total are two buttons: 'CONTINUE SHOPPING' (circled in red) and 'CHECKOUT' (circled in green).

The 'Make A Payment' screen displays the 'Amount due: \$123.00'. Below this, there is a text input field containing '\$ 123.00'. A red callout box with the text 'This amount can be changed for a partial payment.' points to this input field. Below the input field are two buttons: 'CANCEL' and 'ADD TO CART' (which is highlighted in green and circled with a red oval).

NOTE: The amount due for the Registration Fee is based on your child's lunch status at the end of the previous school year. If you have submitted a Food Service Application and are awaiting notification of approval/denial, do **NOT** pay your fees at this time. Wait until you have received notification regarding your free/reduced status to pay. If you are Direct Certified, do NOT complete a Food Service application. **Fees and discounts may be adjusted throughout the year based on your Lunch Status.**

There are some additional optional fees that are not tracked in Skyward that are available for some schools. To access these fees, click on SHOP at the top of the page and then select your child's school. Select the item you would like to add, fill in the required information and add to cart. Select either CONTINUE SHOPPING or CHECKOUT.

The 'SHOP' menu is displayed as a list of categories: 'Elementary Schools', 'Food & Fees', 'High School', 'Middle School', 'Summer Learning Adventure', and 'View All'. The 'SHOP' header is highlighted in blue.

The 'MS PTA DUES' form is shown for 'Middle School'. It includes a sidebar with links to 'MS FIELD TRIP FUND (GRADE 6)', 'MS PTA DUES' (which is selected), and 'MS YEARBOOK'. The main form area shows a price of '\$5' and a 'Grade' dropdown menu set to 'Select...'. Below this is a 'Member Information' section with fields for 'First Name', 'Last Name', and 'Student Name (LAST, FIRST) & 1st Period Teacher (if known)'. At the bottom, there is a note 'A service fee may be applied at checkout.' and an 'ADD TO CART' button.

After selecting CHECKOUT, you will be taken to the login page for the Web Store. You will use the same login and password that you have used in the past to make online payments. If you do not have an account, select Create New Account. If you do not know your password, select Forgot Password?

Verify that Billing Information, Payment Information and the items you are paying for are correct and then select PLACE ORDER. You should receive an email confirmation that your order has been placed.

NOTE: A \$1 Service Fee is added to every transaction. You can pay for all items for multiple students in one transaction to avoid paying more than one fee.

Item	Quantity	Price
MS REGISTRATION 19-20	1	\$123.00
SUB TOTAL		\$123.00
SERVICE FEE		\$1.00
TOTAL		\$124.00

To make a payment once your online registration has been submitted, go to <https://geneseoschools.org> and click on WebStore. Login and follow the steps above to place your order.