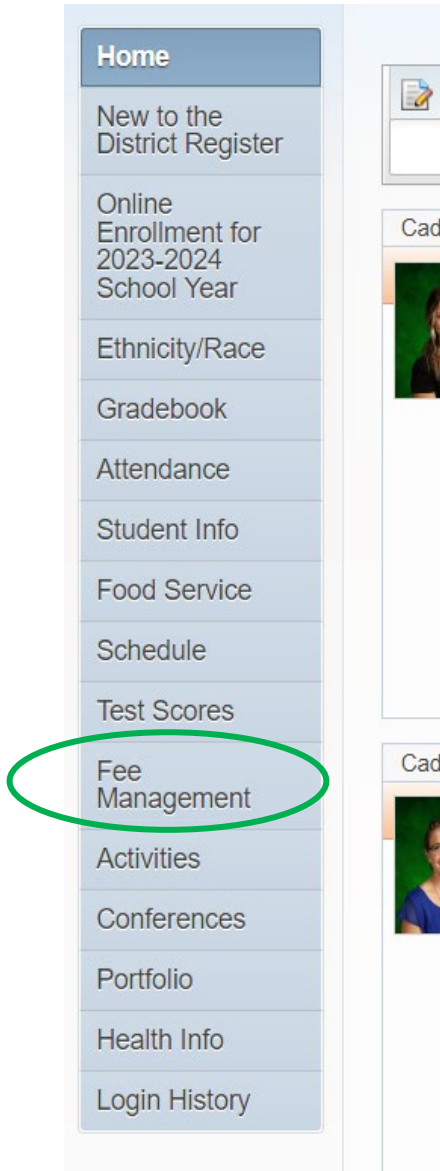1. Login in to Family Access on Skyward
2. Click on Fee Management in the menu on the left side of the page.

3. Click Make a Payment

School Year	Due Date	Fee Description	Amount Charged	Amount Paid	Amount Due	Remaining Due	Payor Name	Pay Plan ID
2024	Mon Jun 12, 2023	Technology Fee	30.00	0.00	30.00	30.00	███████	
2024	Wed Aug 2, 2023	YEARBOOK	25.00	0.00	25.00	25.00	███████	
2024	Mon Sep 11, 2023	Textbook - Enrollment	40.00	0.00	40.00	40.00	███████	

(Prairie View Middle School)   **View Fees** | View Payments | View Totals | Make a Payment | Add a Fee

4. You will then be taken to eFunds for School. Choose which you would like to pay for. In this case, Pay for Student Fees. This would be done after enrollment.

5. It will then ask you which student(s) you'd like to pay for. You can continue as a guest, login if you are a returning user, or create an account. In this case, we logged in. **Please see the instructions titled "ADDING STUDENTS" for first time users that are creating an account and adding students.**

6. Once you've logged into your account, you can see your students. Choose a student by clicking the arrow to view their fees.

Select a student to continue.

To refresh your student's fees, click here: ↻

███Jones	>
████ Jones	>
████Jones	>

Cart

Subtotal	$0.00

BEGIN CHECKOUT

7. Click on the individual fee to add it OR click ADD ALL FEES to pay for all fees.

Student Fees

███Jones

To refresh your student's fees, click here: ↻

← BACK TO STUDENTS

Technology Fee

Technology Fee
Due Date: 2023-06-12 | Amount Due: $30.00

Textbook - Enrollment

Textbook - Enrollment
Due Date: 2023-09-11 | Amount Due: $40.00

YEARBOOK

YEARBOOK
Due Date: 2023-08-02 | Amount Due: $25.00

ADD ALL FEES   Student Fee Total: $0.00

Cart

Subtotal	$0.00

BEGIN CHECKOUT

8. Then click ADD TO CART. You can click Back to Students to add fees for other students.

← GO BACK

Technology Fee

30.00

Due Date: 2023-06-12

ADD TO CART

Cart

Subtotal	$0.00

BEGIN CHECKOUT

9. Once all fees have been added to cart, click Begin Checkout.

Student Fees

Select a student to continue.

To refresh your student's fees, click here:

███████ Jones
Paying 2 fees for a total of 70.00

██████ Jones
Paying 1 fee for 35.00

█████ Jones
Paying 2 fees for a total of 70.00

Cart

████ Jones Technology Fee (Technology Fee) $30.00	✕
████ Jones Textbook - Enrollment (Textbook - Enrollment) $40.00	✕
████ Jones Textbook - Enrollment (Textbook - Enrollment) $35.00	✕
████ Jones Snack fee for preschool and kindergarten (SBAA Kindergarten Snack - Madden) $35.00	✕
████ Jones Textbook - Enrollment (Textbook - Enrollment (25.00 - F Cap Met)) $35.00	✕

Subtotal   **$175.00**

BEGIN CHECKOUT

10. Review your fees. Click Edit next to method to choose a pay method (Direct Debit, Credit/Debit Card). You can also edit the date you want it paid and the contact information. Once done, click PAY NOW.

Method	Direct Debit ████	EDIT
Date	Today	EDIT
Frequency	Once	EDIT
Contact	████ Jones ████@pv362.org (913) 731-████ Mailing address not provided	EDIT

████ Jones - Technology Fee (Technology Fee)	$30.00	✕
████ Jones - Textbook - Enrollment (Textbook - Enrollment)	$40.00	✕
████ Jones - Textbook - Enrollment (Textbook - Enrollment)	$35.00	✕
████ Jones - Snack fee for preschool and kindergarten (SBAA Kindergarten Snack - Madden)	$35.00	✕
████ Jones - Textbook - Enrollment (Textbook - Enrollment (25.00 - F Cap Met))	$35.00	✕
Subtotal	$175.00	
Convenience Fee	$1.50	
Total for Today	$176.50	

By clicking "Pay Now", I confirm the above listed payment is correct, agree to the convenience fee, and acknowledge that I have read and agree to the **terms of service** and **privacy policy**.

PAY NOW

ADDING STUDENTS

1. On the left-hand side click, Manage Account then Manage Students.
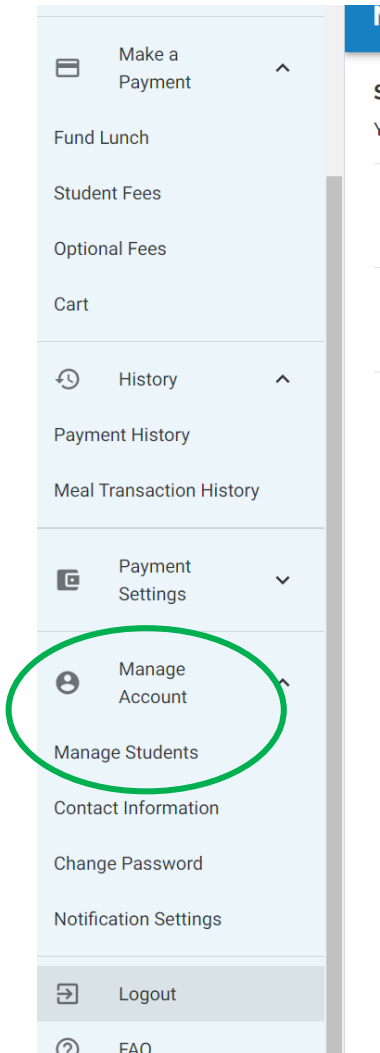
2. Type in your last name and then the student ID of your student. Student ID's can be found on Skyward Family Access under Student Info. Look for "Other ID."

Add Students

Look up your students by their last name and either their student number or family number:

Last Name *
_____

Student or Family Number *
_____

Student and/or Family Numbers are assigned by your school district. This information is typically given out on a document, Student ID, or at registration.

* indicates required field

ADD STUDENT(S)

Once you've added the information, the "ADD STUDENT" button will turn blue. Click "ADD STUDENT" to finish adding the student. Repeat this process to add the rest of your students.