



As a convenience to parents, Ridgewood Public Schools provides an easy way to make online payments for Fees and Food Service through **Skyward Family Access**. Payments can be made from any computer 24/7 using a Discover, VISA or MasterCard debit, credit card or echeck. We have contracted with **RevTrak**, a national credit card payment processor, to provide a secure site for making payments. Payment may also be made by check made payable to Ridgewood Board of Education and submitted to your child's school.

Middle and High School Food Service Account Authorization and Payments

At the start of every school year, you can authorize your child to have a Food Service Account, but must agree to keep a positive balance. You can review balances and deposit funds into your child's account through Skyward Family Access.

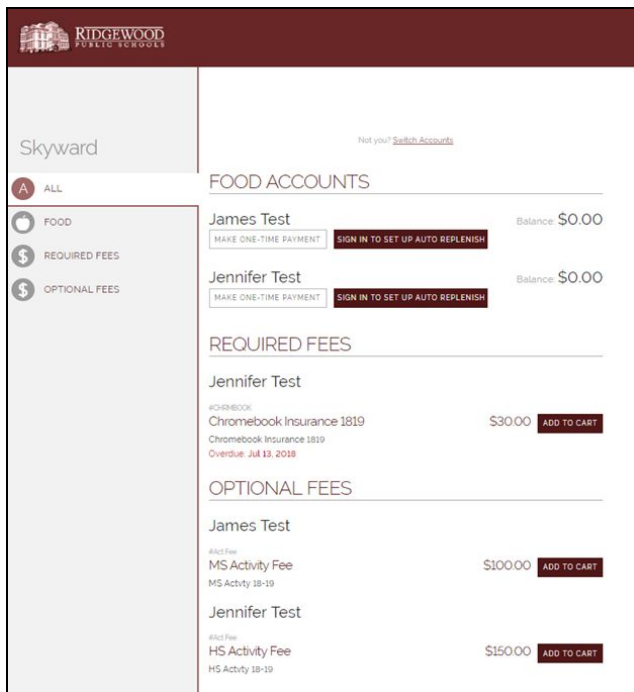
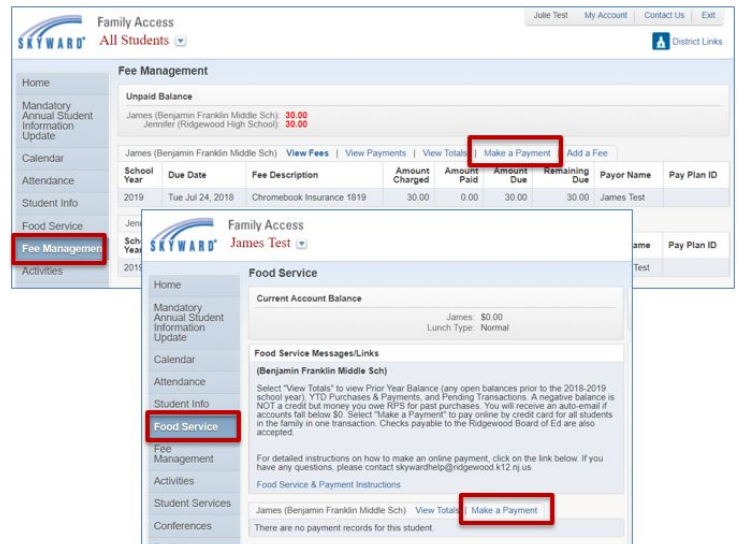
Middle and High School Activity Fees

If your child participates in at least one activity during the year, you are required to pay this fee. Fees are capped at \$100 for Middle Schools students and \$150 for High School students, so if your child participates in 1 or more activities you will only pay one fee for the year.

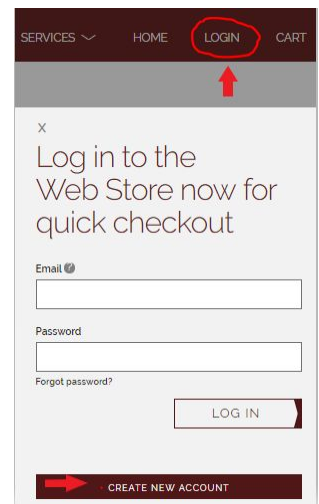
Food Service and Fee Management Payment Instructions

All members of the family are listed on one screen in Food Service or Fees.

1. Login to [Skyward Family Access](#). Skyward Family Access can be found as a Quick Link on our website. If you have forgotten your username and password, and you have a valid email address in Skyward, click on the Forgot Login/Password link on the logon screen to receive a reset link.
 - a. To pay a Fee, click on the **Fee Management** tab on the left panel. Click on **MAKE A PAYMENT**. ⇒⇒⇒
 - b. To check Food Service transactions and make a payment, select the **Food Service** tab on the left panels, then click on **MAKE A PAYMENT**. ⇒⇒⇒



2. You will be redirected to RevTrak to select your purchases and process your payment. Here you can view all students Food Service Balances, Required and Optional Fees for all students on one screen. **(NOTE: If this is your first online payment, click on Login on the top right of the screen and Create New Account).**



Option 1: Make One-Time Payment

MAKE ONE-TIME PAYMENT

For **Food Service**, you may select, **Make One-Time Payment**. Here you can choose a PAY amount, or enter any amount you wish to pay at this time. Click **Add to Cart** to add this item to the cart.

Option 2: Set up Auto-Replenish

SET UP AUTO REPLENISH

For **Food Service**, you may select to **SETUP AUTO REPLENISH**. Here you can choose an amount to add to your child's account automatically when it falls below whatever amount you choose. Click the **Set Up Auto Replenish** button.

← On the next screen, click on the Disabled button to Enable Auto-Replenish.

⇒ Select your preferences for when your balance falls below an amount, and how much you would like to add automatically. Add your Payment method, and check the box that you agree to these recurring payments. Click **SAVE** to complete.

Required and Optional Fees: Review the Required and Optional Fees and select **Add to Cart** for the items you wish to pay.

3. When you have made all your selections, review your Cart by clicking on **CART** on the top right hand of the screen. If complete, select **CHECKOUT**.

4. Log in to the Web Store - If this is the first time making an online payment, select Create New Account. If you have an existing account, enter your RevTrak email address and password (this is not the same as your Skyward Family Access username and password).

On the next screen, select the option to use either **Echeck** or **Debit/Credit**.

Add check or card information and click **Continue**.

After your transaction is processed, an email confirmation will be sent, and your student's Skyward account will be updated.

Need help?

- For support with Skyward Family Access, please email skywardhelp@ridgewood.k12.nj.us.
- For questions regarding Food Service transactions, please contact our Cafeteria Manager, Maureen DiChiara at mdichiara@ridgewood.k12.nj.us.
- For questions regarding Fee Balances, please contact your school.
- To request balance transfers between students, please contact our Business Department, Joann Koury-Frias at jfrias@ridgewood.k12.nj.us.
- If you are having an issue with your RevTrak password not working, first attempt to reset your password by clicking on the "Forgot Password?" link. If are still having problems, you can either click on the "Contact Us" link on the Food or Fee Payment page or call RevTrak customer service at 1-800-323-5935.