

Using E-Funds to Make an Online Payment

(Updated 6/14/2018)

1. Seeing your current Lunch Balances and Student Fees and getting to E-Funds

- Option 1: **Through Family Access**

- On either of these screens you will be able to see your current food service balances and outstanding student fees and choose "[Make a Payment](#)" which will take you to the [login screen for E-Funds](#).

Food Service

Home
"Forms and Fees Update 2015-16"
Calendar
Gradebook
Attendance
Student Info
Food Service

Current Account Balance
Marc: \$25.65
Lunch Type: PAID

Today's Lunch Menu
No lunch menu details are available for the current date.

Lunch Calendar
Print Re
Marc: F

Marc (Rice Lake High School) View Totals | **Make a Payment**

There are no payment records for this student.

Weekly I
← Pre
Marc (f

Fee Management

Home
"Forms and Fees Update 2015-16"
Calendar
Gradebook
Attendance
Student Info
Food Service
Schedule
Discipline
Test Scores
Fee Management

Unpaid Balance
Marc (Rice Lake High School): 0.00

Marc (Rice Lake High School) View Fees | View Payments | View Totals | **Make a Payment**

School Year	Due Date	Fee Description	Amount Charged	Amount Paid	Amount Due
2015	Tue Jul 1, 2014	2017 Grad Class	2.00	2.00	0.00
2015	Tue Jul 1, 2014	Registration Fe	14.00	14.00	0.00
2015	Sat Aug 9, 2014	Student Athleti	25.00	25.00	0.00
2015	Thu Aug 28, 2014	Cross Country	31.30	31.30	0.00
2015	Fri Sep 12, 2014	FBLA	20.00	20.00	0.00
2015	Mon Sep 22, 2014	Band Trip	100.00	100.00	0.00
2015	Wed Nov 19, 2014	Band Trip	400.00	400.00	0.00
2015	Mon Jan 26, 2015	Band Trip	378.00	378.00	0.00
2015	Thu Feb 19, 2015	Band Trip	405.57	405.57	0.00
2015	Thu Mar 5, 2015	Track	10.00	10.00	0.00

- Option 2: **In E-Funds**

- Login to your E-Funds account and balances will show up under each student

2. Make a Payment in E-Funds (left side menu)

- Choose Lunch or Student Fees

Make a Payment ^

Fund Lunch

Student Fees

Cart 0

- Fund Lunch
 - Choose a student – enter an amount – Add to Cart
 - Continue this process until all items are added to the cart for all students
- Student Fees (choose it from left side menu)
 - Choose a student – Add fees to cart
 - Continue this process until all items are added to the cart for all students
- “Begin Checkout” (button on the Fund Lunch or Student Fees screen)



BEGIN CHECKOUT

3. Review your payment history (if desired)

- Click on “Payment History” in the left side menu

4. Once an e~Funds payment is made, it will show up in Skyward (Family Access) in real time.

5. If you have not yet registered for a Family Access account, directions are available on the district’s home page at www.ricelake.k12.wi.us – Follow the link on the left side for “[Skyward Family Access](#)”.