

Using E-Funds to Make an Online Payment

(Updated 10/6/2016)

1. It is best to **log into your Skyward - Family Access Account first** to review the details for Food Service (grades PK-12) and Fee Management (grades 5-12)..
 - On either of these screens you will be able to 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

2. Login to the [E-Funds website](#)

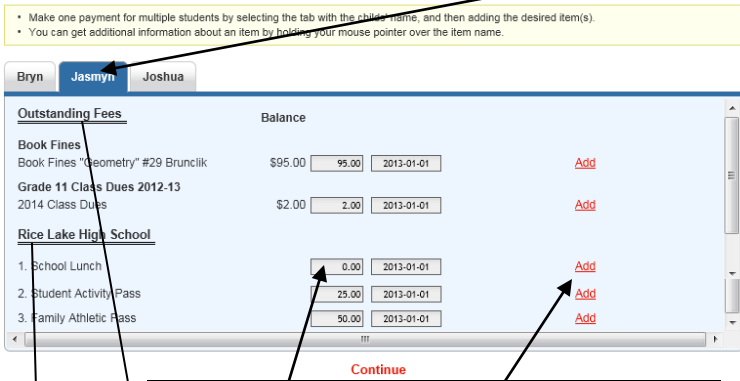
Login

Username:

Password:

3. Choose **“Payment Options – Make a Payment”**

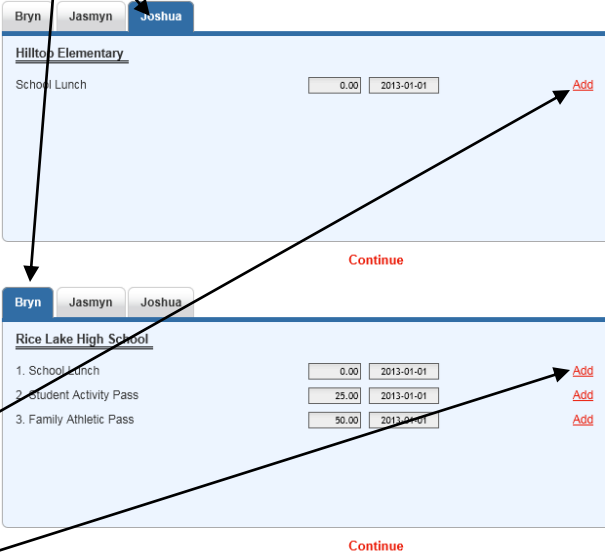
Each student added to your account will have their own tab for payments



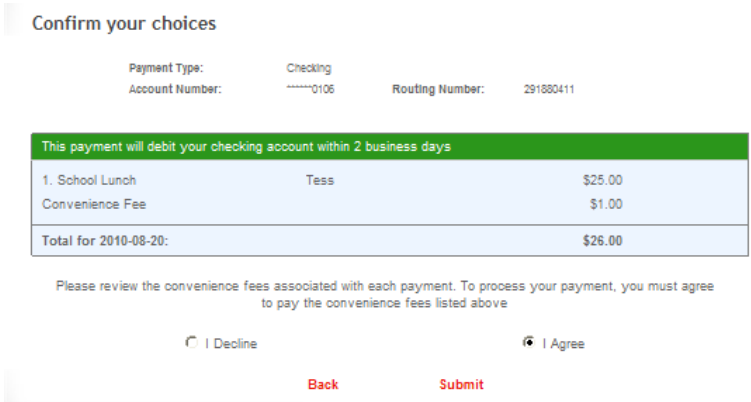
Outstanding Fees will appear at the top

Optional Fees will appear below, under the school name

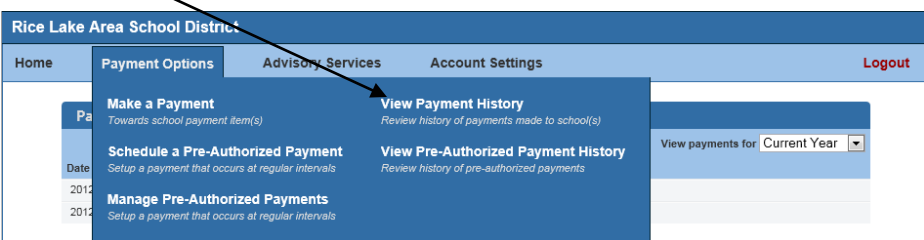
Enter the Amounts you will be paying:
 • If the amount is already filled in (not zero), then it represents the total amount for that fee.
 Then Choose **“Add”** on those items you want to pay for



- When you are finished with all students, choose **“Continue”**
- Confirm your Choices
 - Agree and Submit



- 4. Your Receipt will be displayed
- 5. Review your payment history (if desired)



6. Once an e~Funds payment is made, it will show up in Skyward (Family Access) in real time.
7. 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 for “Parents Info” and choose “Skyward Family Access”.