FOOD SERVICE PAYMENT

SKYWARD®

Quincy Community Schools

CREATED
July 2014

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VERSION
2014.1

Quincy
COMMUNITY SCHOOLS

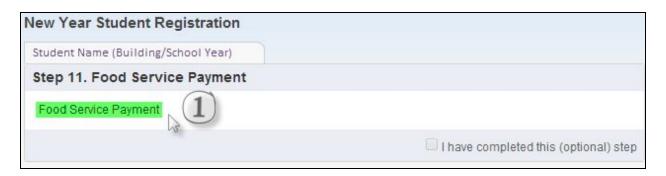| The following color code is used throughout the help document |
|---|

CLICK | USER INPUT | INFORMATION | REQUIRED

FOOD SERVICE PAYMENT

1. To access the Food Service Payment, find the link as shown below and click on it. This link is located on the right hand side of the screen in the list of steps to complete for New Year Registration.
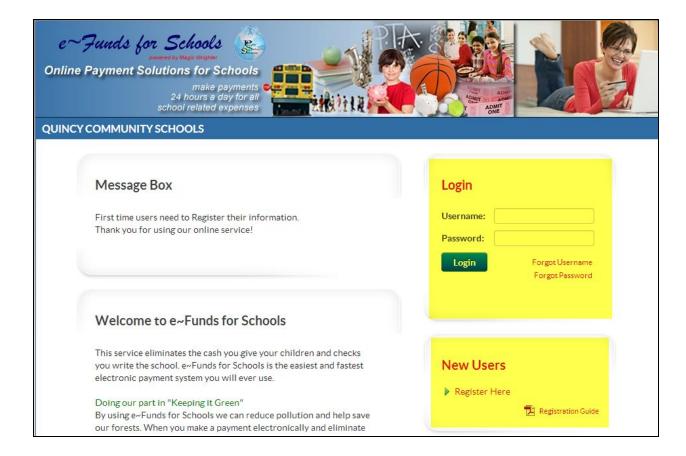

2. After clicking this link the main area of the page will refresh and you will see a screen similar to the one below. Click on the Food Service Payment link as shown.

   1. *Click on the link, Food Service Payment*

---continued on the next page---

3. The payments are made via 3rd Party. Here is the screen that you will be taken to, in order to login to make a payment. You must have an account in order to use this feature. If you do not have an account, click HERE for instructions on creating an account AND making a payment.

CREATE E~FUNDS ACCOUNT and/or MAKE A PAYMENT INSTRUCTIONS

4. When you have saved and exited the payment, click on the check box that you have completed the step.

---END OF TUTORIAL---