Adding Money to a Lunch Account via Family Access

1. Login to Family Access.
2. Select Food Service from the left menu.
3. Click “Make a Payment”.

4. Click “Update Payment Amount” and type in the amount to be added.

5. Next click “Update Cart”. Repeat for each additional student. This screen will show all active students within the family.

6. Click “Pay with Vendor”

7. Answer the question, “Are you sure you are ready to submit the payment?” Yes (this will launch the RevTrak website)
You have now entered the RevTrak website to make your online purchase.

8. Enter your **Email address** and **Password** for returning customers. If new, select Create New Account and follow the prompts. This area has been redesigned but your old password still works. If you do not remember your password, select the Forgot Password link and enter your email address and the system will send you an email to reset.

9. Determine if you will write an **eCheck** or use a **Debit/Credit** Card as your payment type.

   - If you decide to use an eCheck complete this screen with your banking information and select the USE CHECK button. Your checking account will be charged right away.
10. If the **Use Debit/Credit** option is selected and you are a returning customer, any existing card information will show on the screen below. If you are a new customer, select the desired payment option and complete the screen.

![Payment Screen](image)

11. Click **ADD CARD**

![Add Card Screen](image)

12. Enter your card information and choose to save card or uncheck to enter each time.

13. Select **Continue**
14. Review and verify your order; select the green **Place Order** to finalize your payment.

Note: There is a $1.00 service charge per transaction.