

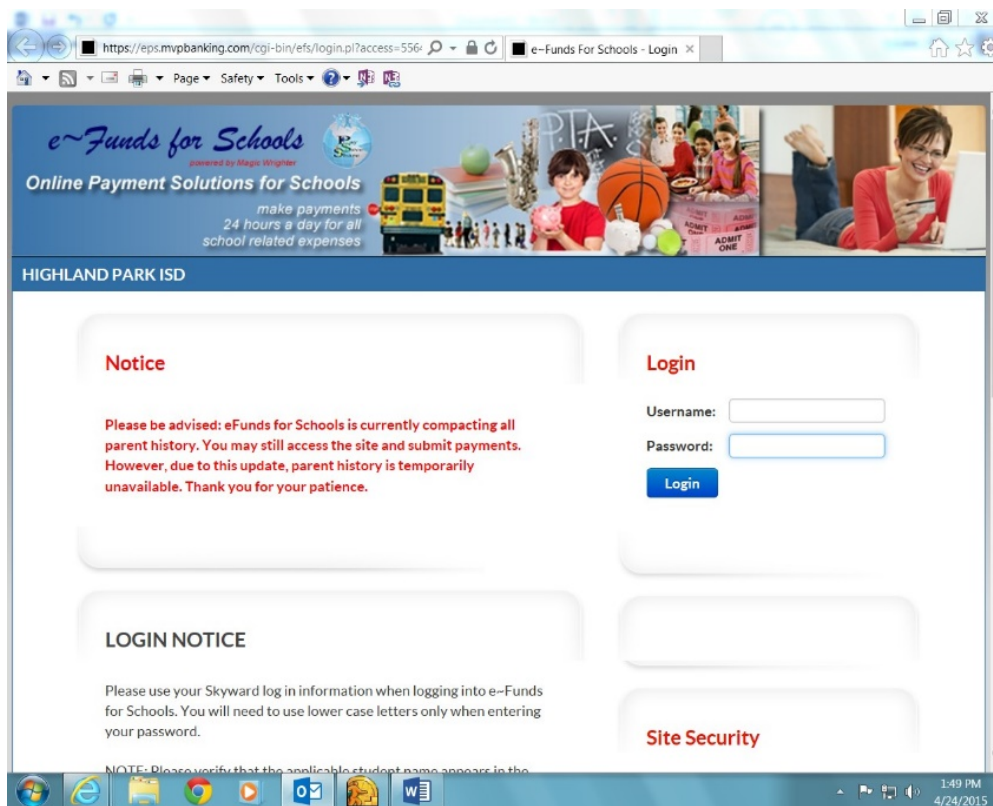
Highland Park ISD

Directions to make a Food Service payment

1. Log in to Skyward Family Access
2. Click the "Fee Management" tab on the menu bar on the left
3. Click the "Make a Payment" link
4. This will take you to the eFunds for Schools website

eFunds for Schools Directions

- Enter your Skyward username and password (**must be all lowercase**)



1. Click "Make a Payment" (First---time users will be required to enter payment information)
2. Select the child that you wish to make a payment for (tabs are located in the middle of the screen).
3. Follow step---by---step instructions to make a payment.
4. Click submit and wait for confirmation

Directions to set up Low Meal Balance Notification and Recurring payments

1. Under Advisory Services, click on "Low Meal Balance."
2. Enter a minimum balance (\$10.00 is a recommended amount)
3. Enter the replenish amount of your choice
4. Check the "Notice" box to receive email notifications
5. Check the "Auto Replenish" box if you want your account to automatically add more money if the account reaches the minimum balance that you set.
6. Click "Apply Low Meal Balance Settings."

If payment information is changed (ex. New credit card or checking account) you will need to reset low meal balance settings for auto replenish.