

# Payment Instructions

---

- Visit our district website at [www.bonduel.k12.wi.us](http://www.bonduel.k12.wi.us), click on **Family Access** and login. If you need assistance logging into Family Access contact your child's school office for help.
- Click on the **Food Service or Fee Management** button
- Click on **Make Payment**
- A screen will appear with two lines listed for each student. One line for Food Service Payments and one line for Fee Management Payments
  - Food Service Payments will go towards your "Family" lunch balance. Money does not need to be put in for each child, rather put all the money in for one child and it will be put towards the "Family" lunch account
  - Fee Management Payments are assigned by the school and are for other fees not food service. Fees are assigned by student, so you would need to enter amounts by each individual student.
- Click on "Update Payment Amount" to enter an amount and then click on "Update Cart"
- When making a Fee payment it is necessary to check the box that says "Pay Charge." This will automatically set the program to pay the charge in full, but you can edit that amount to pay a portion of the fee.
- You can enter as many payments on this page as you wish on this page before moving on to the next steps.
- Select **Pay with Vendor** at the top of the page.
- Double check fees in cart, and click **Go to Checkout** if all fees are correct
  - **PLEASE NOTE: If adjustments need to be made to your payment in Family Access:**
    1. Please **Empty your shopping cart**
    2. **Sign out of Family Access**
    3. **Sign back in to Family Access** to start over
    4. **DO NOT USE BACK BUTTON TO MAKE ADJUSTMENTS**
- When all fees are in shopping cart, click **Go to Checkout**
- If you are a **new customer**, select **I am a new customer**. Enter your email address and Sign In. If you are a **returning customer**, select **I am a returning customer**. Enter your email address, password, and select **Sign In**.
- **Enter your billing and payment information. Create a password** if required.
- Once your Credit Card info is entered you will need to select **Verify Info**
- Verify information for accuracy and select **Complete Order**.
- **Payment will be processed** and Receipt can be viewed and printed. A copy of your receipt will also be sent to the email address provided during account set up.