

Payment Instructions

- Visit our district website at 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. Select **Make one-time payment** or **Sign in to Set up Auto Replenish**. Auto Replenish will charge your payment method when your balance falls below a certain amount that you set up.
 - Required Fees 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.
 - Optional Fees are normally Athletic Fees for all the sports during the school year.
- Click on **Add to Cart**
- You can enter as many payments on this page as you wish on this page before moving on to the next steps.
- When all fees are in shopping cart, click **Go to Checkout**
- If you are a **new customer**, select **Create new account**. Enter your email address and Sign In. If you are a **returning customer**, enter your email address, password, and select **Log 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.