

SNOQUALMIE VALLEY SCHOOL DISTRICT

ONLINE PAYMENT SITE INSTRUCTIONS

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# Logging In

<https://payments.svsd410.org>

## Snoqualmie Valley Schools

Expect the Best



### Welcome to the Snoqualmie Valley School District's Online Payment Portal!

You can use this online payment system to pay for food service, fees, fines, and other items for your students. Course fees for classes will be available to be paid online via this system after the start of school.

**PARENTS:** Use the user name and password that you use to access the Skyward Family Access system: ***This system is case sensitive, please enter your Skyward Family Access username as it appears in "My Account" in Skyward Family Access***

- **User name:** Skyward Family Access user name
- **Password:** Skyward Family Access password

[CLICK HERE](#) for a quick guide on how to check whether your user name is upper or lower case.

**FOOD SERVICE PAYMENTS:** Please make sure when applying payments to your students food account, you must select your student's name before selecting the item to purchase. If you do not select your student, the payment will not be applied to the student account.

**GUESTS:** For customers that **DO NOT** have students in the district, please [CLICK HERE](#) to create your own account, only if you do not have a student enrolled in the district. Keep this information on hand as you will be able to sign in with these credentials for future purchases. (rental fees, donations, etc.).

User Name	<input type="text" value="User Name"/>
Password	<input type="password" value="Password"/>
	<input type="button" value="Sign in"/>

### User Name and Password

Sign in using your Skyward Family Access Login information. If you do not have your parent Skyward Family Access Login, please contact your student's school to obtain one.

# Purchasing Items

Click on the name of the student you would like to purchase items for.

The screenshot shows the top navigation bar with the school logo and the slogan "Expect the Best". Below the navigation bar, there are links for "Your Family", "Contact Us", and "Checkout". The main content area contains the instruction "Please click on the customer name you are applying payment to." and a large blue button labeled "Student Name". Below this button is a smaller, partially visible button. The footer contains copyright information and links for "Terms & Conditions" and "Help".

Select "Items At Student's School"



The screenshot shows the same website interface as the previous one. In the main content area, there is a search bar and a list of buttons under the heading "Shop". The buttons are: "Items At Student's School", "Items At All Schools", and "Pay Fines/Fees". Below the "Shop" section is a "Reports" section with buttons for "Purchase History", "Reprint Receipts", "Unpaid Fines/Fees", and "On Account History". A large blue arrow points to the "Items At Student's School" button.

Add available items to your cart.

Shopping for

You are here [District](#) / [HIGH SCHOOL](#) / [MT. SI HIGH SCHOOL](#) / [ASB CARDS](#)

STUDENTS PARTICIPATING IN CLUBS OR SPORTS MUST BUY AN ASB CARD. THE CARD ALSO ALLOWS FREE ENTRY TO HOME SPORTING EVENTS. NO REFUNDS.

Item	Qty	Price	
 <p>ASB An ASB card must be purchased if your student participates in a sport or activity. No refunds on ASB cards.</p>	<input type="text" value="1"/>	<input type="text" value="55.00"/>	<a href="#">Buy</a>
 <p>2200-402-98 FOOD SERVICE SALES This item is only available for STUDENT MEAL ACCOUNTS MAKE SURE YOU HAVE SELECTED YOUR STUDENT. Thank you for participating in our food service program. Your deposit will be posted to your student's account at 6am, 10am and 12am daily after which your student's account will be updated. If you have questions about your student's account, account usage or other issues, please contact the food services department at (425) 831-8009.</p>	<input type="text" value="1"/>	<input type="text" value="0.00"/>	<a href="#">Buy</a>

Review your cart at any time by clicking on the “checkout” link at the top right of the screen.

Your Cart

Customer	Item	Price	
<input type="text"/>	FOOD SERVICE SALES	\$50.00	<a href="#">Remove</a>
		Subtotal	\$50.00
		Tax (0.00%)	\$0.00
		Convenience Fee	\$1.00
		<b>Total</b>	<b>\$51.00</b>

[Continue Shopping](#) [Checkout](#)

\* Important notice: you may be charged a convenience fee for your online purchase.

1. Review items for purchase
  - Remove items if necessary
  - Review total
2. Continue shopping
  - This will return you to the item listing

- 
- You can purchase items for another family member by choosing the “Your Family” at the upper left of the screen.

### 3. Proceed to checkout and payment process

- Continue to billing information screen to finish transaction

The screenshot shows a checkout page with a dark blue header. On the left, there are input fields for 'First Name', 'Last Name', 'Credit Card #', 'Expiration' (with dropdowns for '01' and '2016'), 'Card Security Code', 'Street Address', and 'Zip Code'. Below these is a 'Pay Now' button. On the right, there is a 'Summary' table with columns for 'Customer', 'Item', and 'Price'. The table lists 'ASB' for \$55.00, a 'Subtotal' of \$55.00, 'Tax (0.00%)' of \$0.00, and a 'Convenience Fee' of \$1.10, resulting in a 'Total' of \$56.10. A small green circle with the number '1' is in the top right corner of the page.

Summary		
Customer	Item	Price
	ASB	\$55.00
Subtotal		\$55.00
Tax (0.00%)		\$0.00
Convenience Fee		\$1.10
Total		\$56.10

To ensure the security of your payment information your card information is not saved.

### Input billing information

- Cards accepted – Visa, Mastercard

The CVV code is the three –digit code located after the credit card number on the signature strip of Visa & Mastercard.

Your credit card will be charged after clicking “Pay Now”

Note: To ensure the security of your payment information your card information is not saved.

# Student Receipts and Ledger

You can access and/or print individual receipts for any student by clicking on their name and selecting "Reprint Receipts." The listing includes all receipts for that student, including purchases made at the school building.

The screenshot shows the Snoqualmie Valley Schools website interface. At the top, the logo "Snoqualmie Valley Schools" is displayed with the tagline "Expect the Best" and a circular image of a mountain range. Below the logo, there are navigation links: "Your Family", "Contact Us", and "Checkout". A search bar is located on the right side of the page. The main content area is divided into two sections: "Shop" and "Reports". The "Shop" section contains three buttons: "Items At Student's School", "Items At All Schools", and "Pay Fines/Fees". The "Reports" section contains four buttons: "Purchase History", "Reprint Receipts", "Unpaid Fines/Fees", and "On Account History". A large blue arrow points to the "Reprint Receipts" button. At the bottom of the page, there is a footer with the text: "© 2016 | P.O. Box 400, Snoqualmie, WA 98065 | Terms & Conditions | Help".

Similarly, by selecting "Purchase History" you can access a listing of all purchases for that student.

From: 7/1/2000 to 9/22/2016 Refresh

9/22/2016 1:11 PM

## Customer Ledger

SNOQUALME SCHOOL DISTRICT  
8001 SILVER AVENUE SE  
SNOQUALME, WA 98093

Date: 7/1/2000 - 9/22/2016  
Excludes Charges On Account  
Includes Deposits On Account

Receipt #: 11898      Origin Site: MT. SI HIGH SCHOOL  
Date/Time: 9/21/2016 9:02 AM

Item	Item Description	Site	Amount
1184	FRESHMAN ACTIVITIES	MT. SI HIGH SCHOOL	\$21.00
<b>Total:</b>			<b>\$21.00</b>

Receipt #: 11892      Origin Site: MT. SI HIGH SCHOOL  
Date/Time: 9/14/2016 9:32 AM

Item	Item Description	Site	Amount
645142	CONCERT BAND	MT. SI HIGH SCHOOL	\$100.00
SC183	11. SCIENCE 1	MT. SI HIGH SCHOOL	\$10.00
2205-08-15	Technology Fee	MT. SI HIGH SCHOOL	\$10.00
402PEP	PEP BAND JACKET	MT. SI HIGH SCHOOL	\$10.00
2885000	VB Gear	MT. SI HIGH SCHOOL	\$10.00
<b>Total:</b>			<b>\$170.00</b>

Receipt #: 40774      Origin Site: MT. SI HIGH SCHOOL

## **Fines and Fees**

You can pay for outstanding fines and/or fees by selecting “PayFines/Fines.” Each fine/fee will be listed individually and can be selectively added to your cart.

Note – Some optional items will not be available for purchase if the student has outstanding fines or fees. If you have any questions regarding an outstanding fine or fee, please call your student’s school bookkeeper (see “Contact Information”).



## FAQ's

Do I have to purchase online?

- No. You can pay at the school building during normal business hours. Please contact the bookkeeper to determine business hours for your school (see "Contact Information" below).

Can I pay for multiple students on one transaction?

- Yes. You can add items to your cart for as many students as you like and pay with a single transaction.

I have a student who previously graduated. Why do I still see them?

- The system keeps past student accounts open to accommodate payment of outstanding items (fines, fees, etc.).

How do I request a refund?

- Please contact the bookkeeper at your student's school to request a refund (see "Contact Information" below).

How do I apply money on my student's food account?

- Select the student name you wish to add money to. Then select "Food Payments" under the category selection.

Why hasn't my student's food account balance been updated after I make a payment?

- Make sure you have selected the student you wish to apply the payment to. If you click on your own name, the payment will not be applied to the correct account.
- Food accounts are updated three times per day; 6am, 10am and midnight.

My login/password will not work but I'm able to log into Skyward Family Access?

- If you have changed your password in Skyward Family Access it will take 2-24 hours for the online payment system to update.

# Contact Information

Questions? Please contact the bookkeeper/secretary for your school:

## **Mount Si High School**

Libby Phillips  
[phillipsl@svsd410.org](mailto:phillipsl@svsd410.org)  
(425) 831-8105

Keri Wheeler  
[wheelerk@svsd410.org](mailto:wheelerk@svsd410.org)  
(425) 831-8212

## **Twin Falls Middle School**

Katy Wada  
[wadak@svsd410.org](mailto:wadak@svsd410.org)  
(425) 831-4149

## **Fall City Elementary**

Jennie Uhles  
[uhlesj@svsd410.org](mailto:uhlesj@svsd410.org)  
(425) 831-4001

## **Timber Ridge Elementary**

Lindsay Logsdon  
[logsdonl@svsd410.org](mailto:logsdonl@svsd410.org)  
(425) 831-3824

## **North Bend Elementary**

Sue Berhold  
[berholds@svsd410.org](mailto:berholds@svsd410.org)  
(425) 831-8399

## **Two Rivers**

Maria Kritsonis  
[kritsonisk@svsd410.org](mailto:kritsonisk@svsd410.org)  
(425) 831-4200

## **Chief Kanim Middle School**

Cheri Enevold  
[enevoldc@svsd410.org](mailto:enevoldc@svsd410.org)  
(425) 831-8227

## **Cascade View Elementary**

(425) 831-4102

## **Snoqualmie Elementary**

Shannon Smith  
[smiths@svsd410.org](mailto:smiths@svsd410.org)  
(425) 831-8049

## **Opstad Elementary**

Lori Eubank  
[eubankl@svsd410.org](mailto:eubankl@svsd410.org)  
(425) 831-8311