

HOBBS MUNICIPAL SCHOOLS All children will learn.



NOW AVAILABLE! ONLINE PAYMENTS FOR FOOD SERVICE

Hobbs Municipal Schools has provided parents with an easy way to add money to their child's food service account. Online payments can be made into food services accounts through the Skyward Family Access Parent Portal they currently use. We have contracted with RevTrak, a national credit card payment processor, to provide a secure site for making payments.



Easy and Convenient Online Payments!

Parents can make online payments from home or work, 24/7. If their child's food service balance is low, it only takes a few minutes to add money to it using their Discover, Visa or MasterCard credit or debit card. Payments are made through the student's Skyward Family Access account.

To make online payments:

- 1. Visit our district website http://www.hobbsschools.net/
- 2. Click on "Skyward"
- 3. Contact child's School secretary for:
 - A. Log in Name and Password for the Skyward Family Access Parent Portal
- 4. Log in to Skyward Family Access (you will need your Login and Password)
- 5. Use your Discover, Visa or MasterCard (Debit or Credit Card)

Payments made through Skyward Family Access will immediately be posted to the student's food service account. RevTrak does charge a per transaction fee to your credit card.

Hobbs Municipal Schools

1401 E. Sanger - (Freshman Commons Entrance)
Hobbs, NM
(575)433-0220

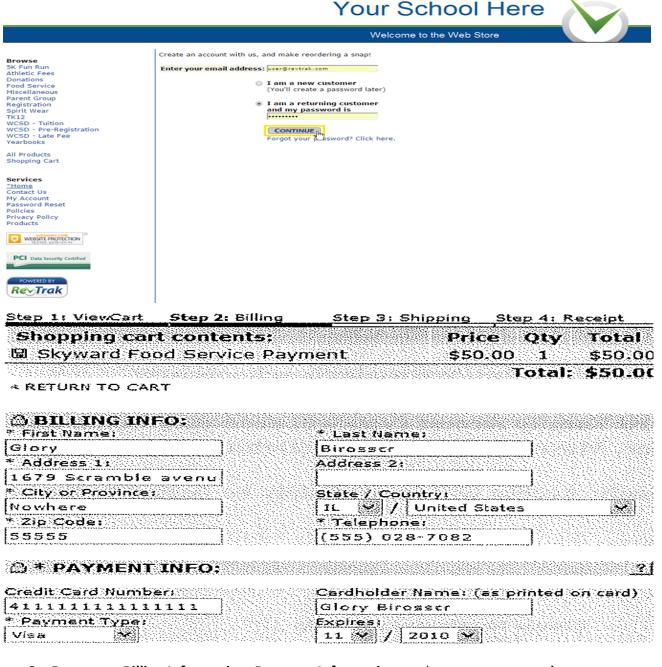


Please see other side for detailed online payment instructions.

Family Access Meal Payment Instructions

- 1. Login to Skyward Family Access
- 2. Select "Food Service" from "General Information" menu on the left
- 3. View Balance and Select "Make Online Payment"
- 4. Enter payment amount and select "Go to Checkout"
- 5. If a new customer, select "I am a new customer" and enter your e-mail address. If a returning customer select "I am a returning customer" and enter your e-mail address and password.

 Select Sign in.



- 6. Enter your Billing Information, Payment Information, and create a password.
- 7. Verify information for accuracy and select "Complete Order"
- 8. Payment will be processed and Receipt can be viewed and printed.
- 9. Logout