



## Online Payment Instructions

1. Log in to Skyward Family Access (\*\*\*)
2. Select "Fee Management" tab on left.
3. Select "Add a Fee" (top right of middle menu.)
4. Scroll through "Fees that can be added" to find items to pay, select "Add" for each.
5. Select "← Back" to the Fee Management page of Skyward.
6. Select "Make a Payment."

Create an account if needed under New Users or Login to your account. (If you are a new user you will need to input your bank information from which the fees will be withdrawn.)

7. Under "Payment Options" select "Make Payment" then add fees and click Continue. Follow prompts for eFunds for Schools. At this point you are able to add money to your student's lunch account as well.

\*Please note when registering with e-Funds for Schools, if you sign up with your checking account routing number the convenience fee is \$1/transaction. The credit or debit card convenience fee is \$2.65 per \$100 in transactions.

**As always, if you have questions please feel free to contact your student's main office.  
High School: 715-453-2106    Middle School: 715-453-5371**

(\*\*\*) <http://www.tomahawk.k12.wi.us/>

FAMILIES Tab, (hover over)

COMMUNICATION; Family Access – Skyward

"Login to Family Access – Skyward Student Portal" (yellow link)

Enter your Login and Password (\*\*\*)