

Lunch payments in Skyward are simple to make and are immediately available in your student's lunch account. **NEW THIS YEAR:** You will not be charged a transaction fee to make an online payment. Parents may opt in or out of receiving low balance alerts that are automatically sent when the student lunch balance is below \$5.00

Please follow the procedures below for **all** payment devices (desktops, laptops, smartphones, tablets):

- ❖ Log into Skyward Family Access <https://skystu.jordan.k12.ut.us> (**Do not** login to Family Mobile to make a payment.) Use your parent or guardian login, not the student login. Call your school if you do not know or have forgotten your login ID and PIN.
- ❖ Select your student's name from the drop down menu.
- ❖ Click the "Food Service" link.
- ❖ Click the box that says "Make Online Payment."
- ❖ Enter the payment amount for your student. Please note that if you are making payments for more than one student on the same day, you will need to enter a different payment amount for each student. This is a security feature offered through our credit card merchant.
- ❖ Click "Pay with Credit Card." You will be redirected to the E-Funds login site.
- ❖ If you have not already created an E-Funds account, you will need to do so at this point in order to proceed with your payment. Please record the username and password for future transactions. If you forget your username and password, you may call the E-Funds vendor to retrieve it at (866)770-5856.
- ❖ Login to E-Funds with your new username and password and click "Submit Payment."
- ❖ A message will appear if you have successfully completed the transaction.
- ❖ Click the "Finish" option to complete the transaction and have funds immediately deposited into your student's lunch account.
- ❖ To opt in or out of receiving low balance notices, log into Skyward and choose "Email Notifications."
- ❖ Please be sure that your email address is current.