

Making an Online Food Service Payment for a Staff Account

The second time you wish to make a payment into your Skyward account is super easy - the first time, you will need to create an account.

First Time Making a Payment into a Staff Account:

- 1. Find your “Unique Name ID” in Skyward**
 - a. Open Skyward**
 - b. Click on Employee Information**
 - c. Click on Personal Information**
 - d. Scroll down the left panel and Click to expand the Custom Forms dropdown**
 - e. Under Custom Forms, Click Name ID**
 - f. Copy or write Down your Name ID number**

To make a payment into a Staff Account:

- Visit the online payment site: <https://wa-bainbridge.intouchreceipting.com/>
- User Name = your Name ID number (from above)
- Password = your Last Name (capitalize the first letter)
- Click Sign In
- Click on the shaded bar with your Name
- Select your BISD location
- Click “Categories: “FOOD SVC PAYMENT FOR EMPLOYEES ONLY”
- Enter your payment Amount
- Click “BUY”
- In the upper right hand corner - click “CHECKOUT”
- Review the amount and click (bottom right) “CHECKOUT”
- Enter your billing information and PAY NOW