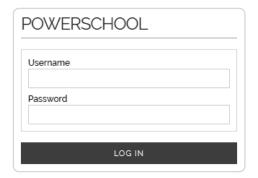
## PowerSchool Food Service

## **Online Payment Guide**



### Log In or Create an Account





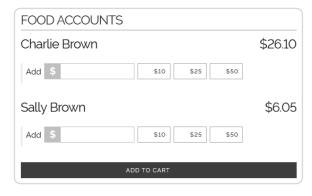
Log in or create an account before shopping to expedite your checkout experience. You may click outside the login prompt to proceed to shopping, but must log in or create an account prior to submitting your payment.

- ➤ Visit the *RevTrak*® Web Store.
- Existing Web Store customers must provide the **email** and **password** used to make payments in previous visits.

If you do not have a Web Store account, click *Create New Account*. Your account will track all purchases associated with your email and expedite checkout.

- Click Log In (existing) or Create Account (new) to begin.
- Click Food Service.
- Provide your **PowerSchool username** and **password**.

### Make a Food Service Deposit



You must click "Add to Cart" to add the payment to your cart.

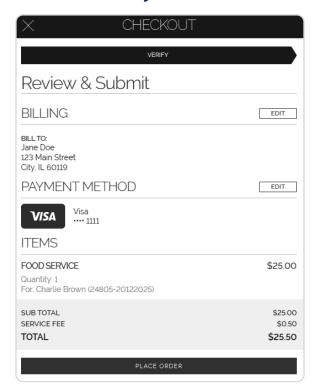
- Click Food Accounts.
- Enter a custom amount or select a quick-pay button for the applicable student.
- To add the payment to your cart, click **Add to Cart**.
- Review your cart.
- Click **Checkout** to proceed to payment.

# PowerSchool Food Service

## **Online Payment Guide**



### Review & Verify Cart



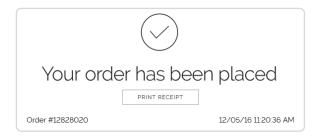
Verify all information before placing your order. To exit the cart and continue shopping, click the "x" in the top left.

Add a card number or eCheck account.

You may save this to your Web Store account. RevTrak adheres to the highest level of PCI Certification to ensure your data's security.

- Verify your billing address. Click **Edit** next to *Billing* or *Payment Method* if an update is needed.
- Review your items.
- Click Place Order.

### Review & Verify Cart



- Review your order confirmation page.
- Print or save your receipt as a PDF.

All receipts are kept on record under your Web Store account. To ensure all purchases can be easily tracked, use the same login credentials for each Web Store order.

To continue shopping, log into the Web Store.