

# 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.

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### Review & Verify Cart

**CHECKOUT**

VERIFY

Review & Submit

**BILLING**

BILL TO:  
Jane Doe  
123 Main Street  
City, IL 60119

**PAYMENT METHOD**

**VISA** Visa  
... 1111

**ITEMS**

<b>FOOD SERVICE</b>	<b>\$25.00</b>
Quantity: 1 For: Charlie Brown (24805-20122025)	
<b>SUB TOTAL</b>	<b>\$25.00</b>
<b>SERVICE FEE</b>	<b>\$0.50</b>
<b>TOTAL</b>	<b>\$25.50</b>

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

Your order has been placed

Order #12828020 12/05/16 11:20:36 AM

- ▶ 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.