How to pay required fees in RevTrak

1. Log in to your RevTrak Account.

This is the account that you currently use to add money to your student lunch account. Visit our website, click on Parents > RevTrak

2. Under the SHOP menu, in the upper right hand corner, select Fee Management.



3. Click **REQUIRED FEES** on the left hand side and click **ADD TO CART** to pay any outstanding fees.

AMBRIDGE Web Store			G <u>translate</u>		
	Shop 🗸	RESOURCES 🗸	HOME	MY ACCOUNT \sim	CART
Fee Management	Fee	Management Default	Item		
	RE	EQUIRED FE			
A ALL	60				
S REQUIRED FEES	#EMO				
	Dar	maged iPad Cable		\$100 ADD TO CA	ART
OPTIONAL FEES	Dam	aged iPad Cable			
+ ADD STUDENT					

 Your cart will appear on the right hand side of your screen.
 You can also access it by clicking CART in the top right corner. Click CHECKOUT to complete your purchase.

ζ.	CART	
<u>Clear Cart</u> DAMAGED) IPAD CABLE	
For: Garrin Tie REMOVE	erney (321650)	\$1.00
SUB TOTAL		\$1.00
SERVICE FEE		\$1.50 \$2.50
CONTINUE S	HOPPING	СНЕСКОИТ

5. Select your payment method. Enter your echeck information or select to pay by credit card.

	CHECKOUT		
ECHECK Add an eCheck for a <i>quicker</i> checkout experience Routing Number Account Account Number Account A	PAYMENT VERIFY ADD CARD VISA Discover Card Number Expiration* Name on Card* Name on Card* Nickname Nickname Nickname Nickname Image: Save this payment method CANCEL CONTINUE		

6. Click PLACE ORDER

CHECKOUT		
VERIFY		-
Review & Submit		
BILLING	EDIT	
BILLTO		
PAYMENT METHOD	CHANGE	
ITEMS		
DAMAGED IPAD CABLE Quantity: 1 For: Garrin Tierney (321650)	\$1.00	
SUB TOTAL SERVICE FEE TOTAL	\$100 \$150 \$2.50	
PLACE ORDER		