

# How to pay required fees in RevTrak

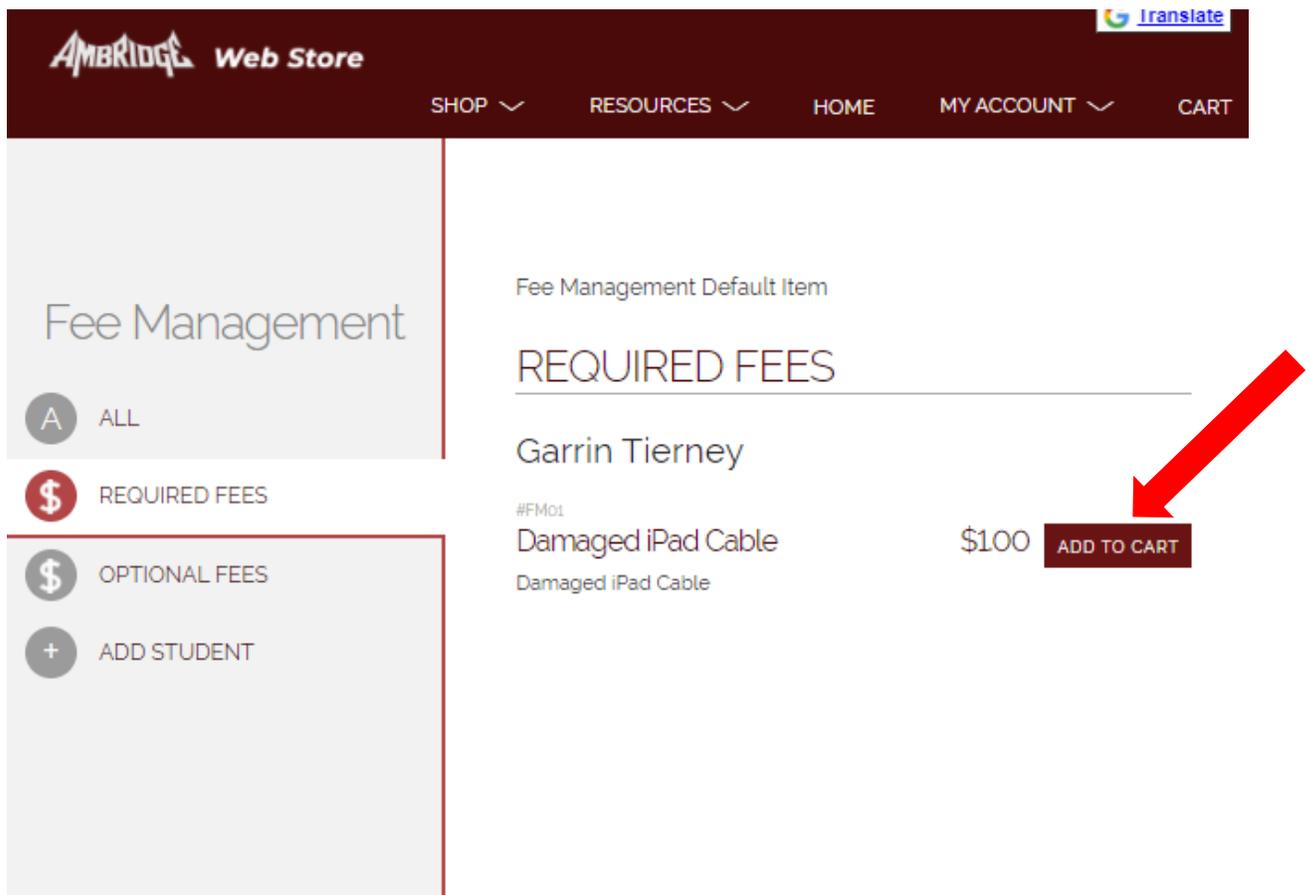
1. Log in to your RevTrak Account.

*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.



4. 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.



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

## ECHECK

Add an eCheck for a *quicker* checkout experience

Routing Number\*

Account Number\*  Verify Account Number\*

Name on Account\*  Nickname

Routing Number\* Account Number\* Check Number\*

## CHECKOUT

PAYMENT VERIFY

## ADD CARD

VISA

Card Number\*  Expiration\*

Name on Card\*  Nickname

Save this payment method

## 6. Click **PLACE ORDER**

## CHECKOUT

VERIFY

### Review & Submit

BILLING

BILL TO

PAYMENT METHOD

ITEMS

DAMAGED IPAD CABLE	\$1.00
Quantity: 1	
For: Garrin Tierney (321650)	

SUB TOTAL	\$1.00
SERVICE FEE	\$1.50
<b>TOTAL</b>	<b>\$2.50</b>