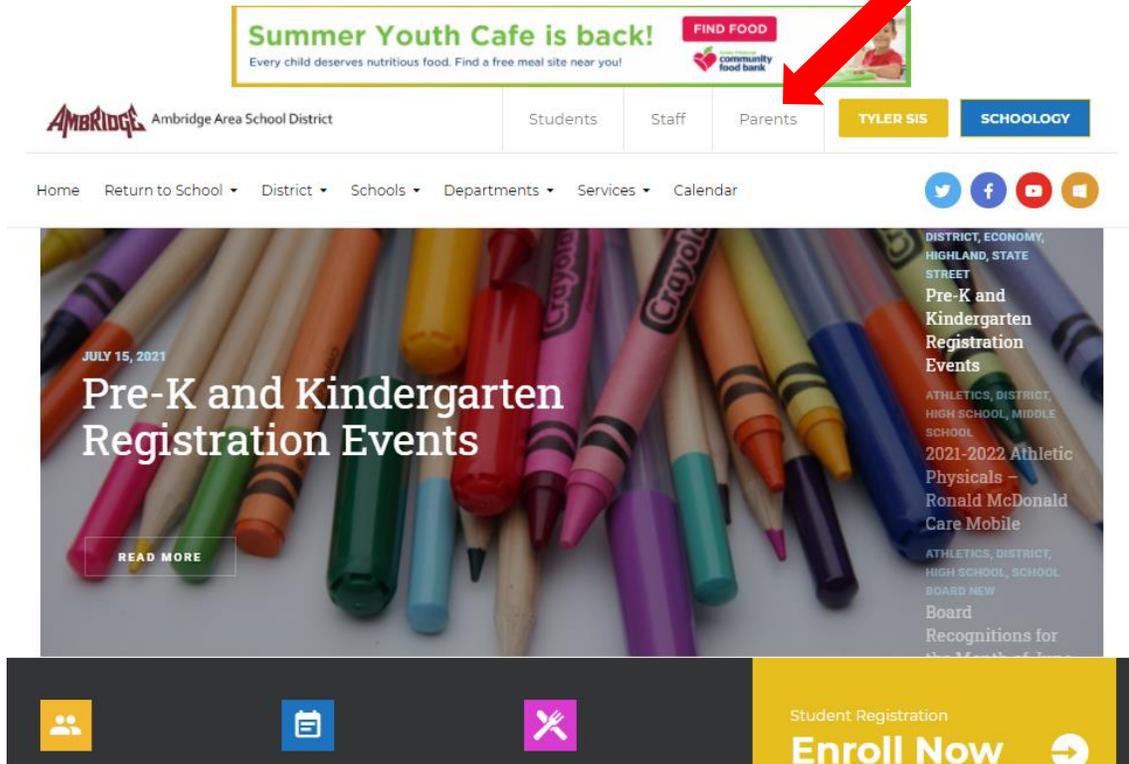


How To Create a RevTrak Account

1. Navigate to www.ambridge.k12.pa.us
2. Click the **Parents** Tab



3. Click **RevTrak** in the **Quick Links** bar.



4. Click **CREATE NEW ACCOUNT**



FOOD SERVICE (aka FOOD SERVICE)

Log in to the Web Store

Email

Password

[Forgot password?](#)

A service fee will be applied at time of checkout.

DETAILS

You may **make a one-time payment** or **set up auto-replenish (low balance settings)** for each food account.

One-time payments are made with custom or quick-pay amounts. Auto-replenish settings can be changed at any time; complete instructions and important details are available in the guide below.

Auto-replenish payments post to food accounts within two (2) business days. If auto-replenish is enabled on two or more food accounts, multiple transactions will occur.

ACCOUNT TIPS

Payments made before 7:00 a.m. will be available for use by the student the same day. When making your food service deposit, keep the following details in mind and have the necessary information available:

- If your student's last name has "Jr" or "II", enter the designation with the last name.
- Your student's ID number is printed on the ID Card or is available from the school's main office.
- The password is one of your choosing and will not be entered until you log into the Web Store (returning customer) or create a Web Store account (new customer).
- The second time a purchase is made in the Web Store, use the email address and password established during your first purchase (returning customer).
- Your Web Store account will remember all of your information except for the card number. You can look through Order History to see completed online payments for your account.

5. Enter your information (NOT your child's) and click **CREATE ACCOUNT**.



Create a new account

First Name

Last Name

Address

Address (cont.)

City State

Country Zip Code

Phone

Email

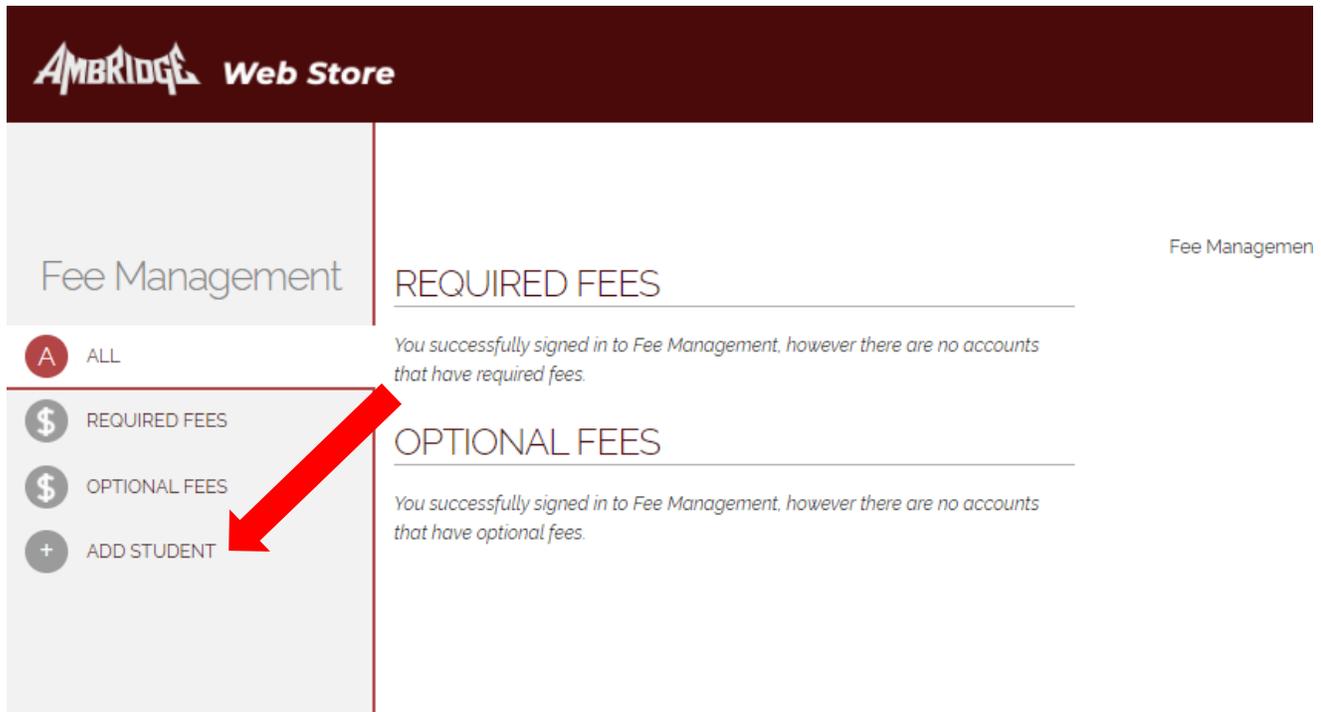
Password Confirm Password

6. This will take you to the food services page. You can add your child by last name and student ID. This allows you to add money to their lunch account.

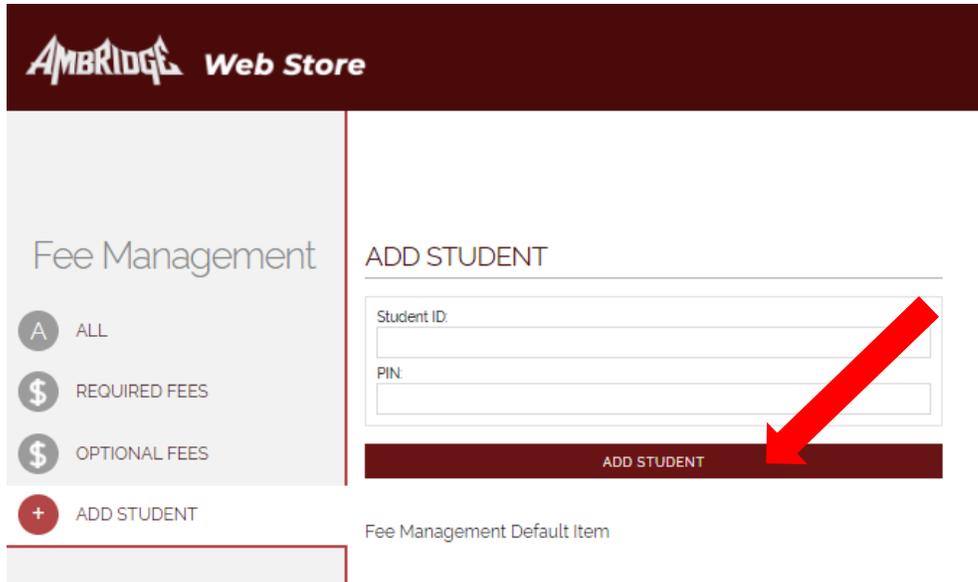
7. Under the shop menu in the upper right hand corner select **Fee Management**.



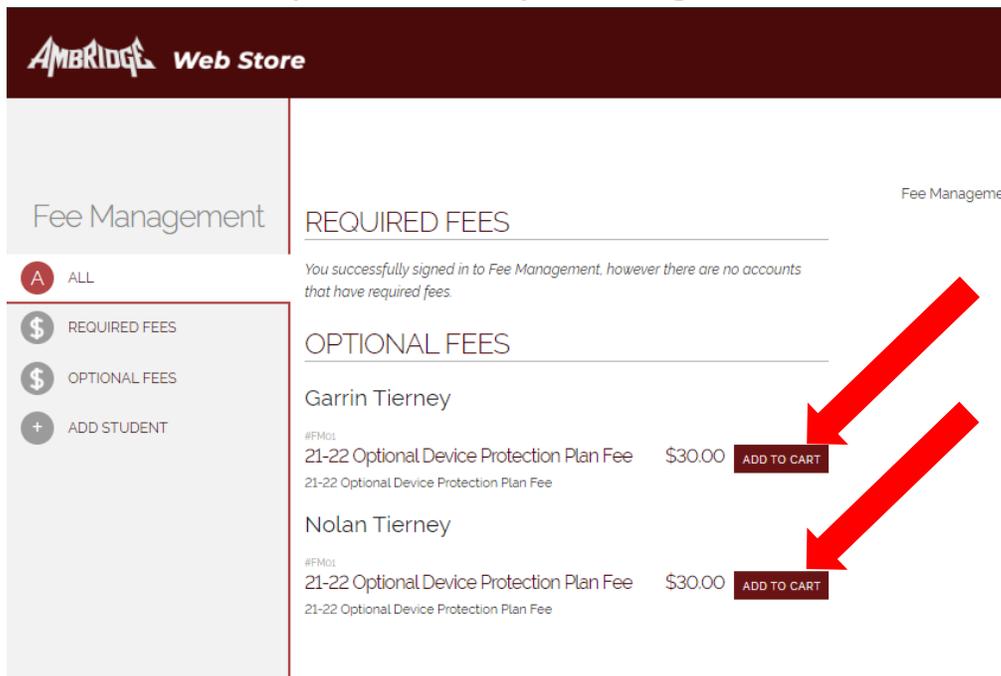
8. Click ADD STUDENT on the left hand side.



9. It will ask you for the Student ID and PIN. These are both your child's six digit Student ID number. Click ADD STUDENT. Repeat this step for each of your children.



10. Under the ALL tab if where you can add Device Protection for your child by clicking ADD TO CART.



11. 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.

