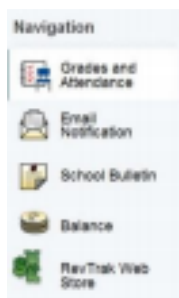


## Instructions for paying fees through the RPS RevTrak Store

Please **do not** use Internet Explorer, Safari or an ipad when paying fees through RevTrak

1. In PowerSchool's Parent Portal click RevTrak Web Store on the left:



2. You will now be prompted to login to the **RevTrak Web Store**.

3. New Web Store customers, please click CREATE NEW ACCOUNT. Enter your email address and create a password.

4. Returning customers, please enter your email address associated with your **RevTrak** account and your **RevTrak** password.

5. If you have forgotten your **RevTrak** password, click on the **Forgot password?** Link.

6. Click LOG IN:



7. If this is the first time you are accessing the RevTrak Web Store since we changed the login process, you will now be asked to enter your *PowerSchool Portal Username and Password*. You will only be asked to enter your PowerSchool Portal Username and Password the first time you pay fees through RevTrak. RevTrak will remember your credentials for the future.

## POWERSCHOOL - PLEASE LOG IN

Please Enter Your PowerSchool Portal Access Credentials Below

Username:

HarryPotter

Password:

\*\*\*\*\*

LOG IN

8. Click on the fees you would like to pay, then click on ADD SELECTED TO CART:

RIDGEFIELD PUBLIC SCHOOLS

PowerSchool  
STUDENT POWERSCHOOL ACCOUNT FEES

1 Harry Potter

Not you? Switch Accounts

ADD SELECTED TO CART

REQUIRED

TEST FEE  
Other

VIEW IN CART

For: Harry Potter  
REMOVE \$1.50

SUB TOTAL \$1.50  
TOTAL \$1.50

CONTINUE SHOPPING CHECKOUT

9. Review your cart, then click CHECKOUT:

10. Enter your Credit Card Payment Info, and click on CONTINUE:

CHECKOUT

PAYMENT VERIFY

DEBIT/CREDIT CARDS

ADD CARD

CONTINUE

11. Review your billing information, payment method, and items, then click on VERIFY to complete your transaction:

CHECKOUT

VERIFY

### Review & Submit

---

**BILLING** EDIT

BILL TO: Harry Potter  
4 Privet Drive  
Little Whinging, Surrey

---

**PAYMENT METHOD** EDIT

Please select a payment option.

---

**ITEMS**

TEST FEE	\$1.50
Quantity: 1	
For: Harry Potter	

---

SUB TOTAL	\$1.50
<b>TOTAL</b>	<b>\$1.50</b>

12.

13. Save and/or print the confirmation page for your records.
14. You will also receive a confirmation email from [webstores@revtrak.net](mailto:webstores@revtrak.net).

## Web Store Links for Additional Information:

- **Contact Us:** Request additional information or ask questions about a payment
- **My Account:** Look up previous transactions and change address or password information

The RevTrak Web Store accepts debit or credit cards from Discover, MasterCard, and Visa

