

Instructions to Pay Student Fees on RevTrak:

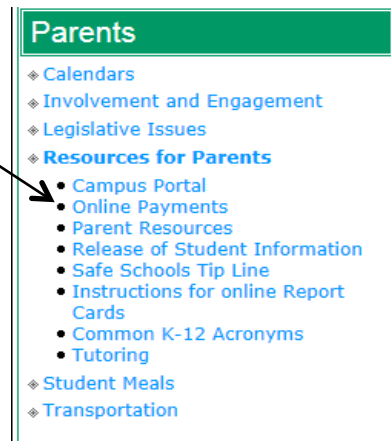
1. Go to the Elk River District Website: www.elkriver.k12.mn.us
2. Click on Parents



3. Click on Resources for Parents



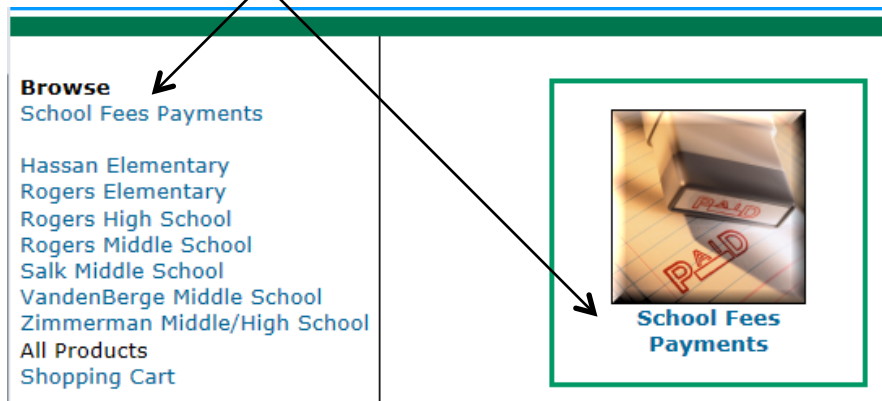
4. Click on Online Payments



5. Click on the RevTrak Icon:



6. You have arrived at the Webstore.
 - a. To make a payment on a School Fee such a Field trips, course fees, class fees, click on **School Fees Payments.**



7. Enter your **Campus Parent Portal User Name.** (This is the same USER NAME that you would enter to check your students grades.)*

Next enter the birthdate of one of your currently enrolled students. Click on "Next Page". This takes a few seconds.

Entering this User Name and a birthdate identifies your family so that RevTrak can list the fees that have been assigned to **your** students.

- The next screen will list any fees that have been assigned to your student such as, field trips, course fees, athletic fees, etc.

Our products..

Infinite Campus Student Fees

Student	School	Fee Name	Fee Amount	Year	Amount to Pay
, Al	Rogers Middle School	RMS Guthrie Field Trip -Opt'l	\$35.00	2014	<input type="text"/>
Total	----	----	\$35.00	----	

Additional Items For Purchase

Student	School	Fee Name	Fee Amount	Year	Select
, Andrew	Rogers High School	RHS Calculator TI84 (tax incl)	\$108.00	2014	<input type="checkbox"/>
, Andrew	Rogers High School	RHS S&S, Bus ONLY	\$72.00	2014	<input type="checkbox"/>
, Andrew	Rogers High School	RHS S&S, Bus, Lift Tkt ONLY	\$162.00	2014	<input type="checkbox"/>
, Andrew	Rogers High School	RHS S&S, Bus, Lift Tkt, Rental	\$234.00	2014	<input type="checkbox"/>

[Next Page >](#) <=== Click To Proceed...

Also listed, will be additional items that are available for sale by your students school.

- To make a purchase, enter the **amount to pay** OR click on **Select**, then click on **Next Page**.
- Your shopping Cart will be displayed. Review the cart, if incorrect, **Empty** the cart. If it is correct and you would like to proceed to the payment, click on **Go To Checkout**.

Your Shopping Cart

Thank you for shopping with us! Here are the items you have chosen for purchase. (Your shopping cart, Step 1).

To continue shopping click here: [Continue Shopping]

Items:	Price	* Qty	Total
RMS Guthrie Field Trip -Opt'l For: All	\$2.00	1	\$2.00
			Total: \$2.00

[Empty \(E\)](#) [Go to Checkout >](#)

- If you are a returning RevTrak user, enter your **email address** and **REVTRAK** password.

Your Shopping Cart

Create an account with RevTrak, and make reordering a snap! You are now logging into the RevTrak online payment system. If this is your first time logging into the Web Store, you will need to create a Web Store account.

Enter your email address:

I am a new customer
 (You'll create a password later)

I am a returning customer and my password is

[Sign in using our secure server >](#)
 Forgot your password? Click here.

- Then click on Sign In.

- If you have forgotten your password, click on **"Forgot your password"**.

14. If you are a new RevTrak user, enter your **email address** and **Sign In**.

Your Shopping Cart

Create an account with RevTrak, and make reordering a snap! You are now logging into the RevTrak online payment system. If this is your first time logging into the Web Store, you will need to create a Web Store account.

Enter your email address:

I am a new customer
(You'll create a password later)

I am a returning customer and my password is

[Sign in using our secure server](#) >

Forgot your password? Click here.

Enter your **Billing Information** and **Continue**.

Your Shopping Cart

Welcome to Checkout! Please fill out the basic info needed to finalize your order. Thank You!

Items:	Price	Qty	Total
RMS Guthrie Field Trip -Opt'l For: .	\$1.00	1	\$1.00
			Total: \$1.00
			Order Total: \$1.00

<< RETURN TO CART

BILLING INFO:

* First Name: * Last Name:

* Address 1: Address 2:

* City: * State: * Country: United States

* Zip Code: * Telephone:

ACCOUNT INFO: ?

* Email Address: * Password: [See Hints](#)

* Please re-enter password:

[Continue](#) >

*Required field

Enter your **Payment Information** and **Verify My Info** to continue.

Credit Card Payment Info

Credit Card Number: Cardholder Name: Expires: Month Year

Nickname (Optional):

Save this card

[Cancel](#) > [Verify My Info](#) >

15. Review your Shopping Cart and payment info. Click on **Complete Order** to complete the purchase.

Your Shopping Cart

Cart

Items	Price	Qty	Total
RMS Guthrie Field Trip -Opt'l For:	\$1.00	1	\$1.00
			Total: \$1.00
			Order Total: \$1.00

Customer Info

test
321
684, ID 55330

Credit Card Payment Info

Credit Card Number: **XXXXXXXXXXXX** Name On Card: Expires: Card Type:
Nickname for Account:

[Cancel](#)

[Complete Order](#)

16. Student Fee History can also be **viewed but not paid** in Campus Parent Portal.

- Family
- Messages 3 >
- Household Information >
- Family Members >
- Calendar >
- Fees**
- User Account
- Account Management >
- Contact Preferences >
- Access Log >

Fee Statement

[Print](#) Filter By: 13-14

Fees									
Description	Due Date	Person	Type	Date	Exempt	Debit	Credit	Balance	
☐ RMS Yearbook 13-14 (inc Tax)						27.00		0.00	
└ Payment			In Office	08/09/2013			27.00		
RMS Donation			Optional			0.00		0.00	
☐ RMS GR8 Ind Tech Matl (inc Tx)	09/20/2013		Course			6.00		0.00	
└ Payment			In Office	09/05/2013			6.00		
RMS Guthrie Field Trip -Opt'l	12/02/2013		Optional			35.00		35.00	
Subtotals						68.00	33.00	35.00	