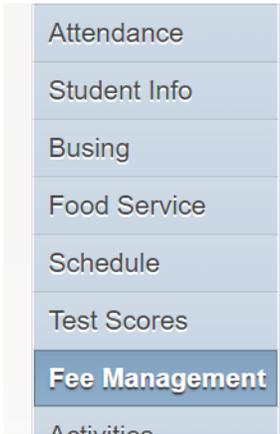


Create, Link and Fund Your RevTrak Account

1. Log into your [Skyward Family Access](#) account and click “Fee Management”



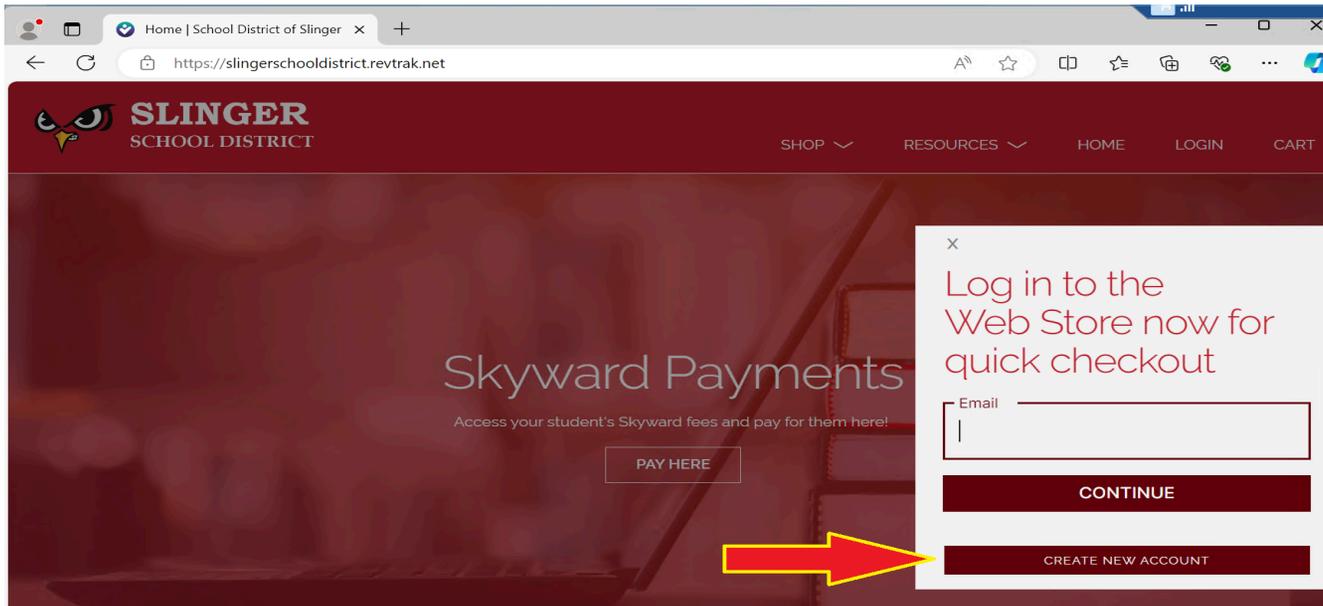
a.

2. Select “Make a Payment” which will bring you to our online payment system



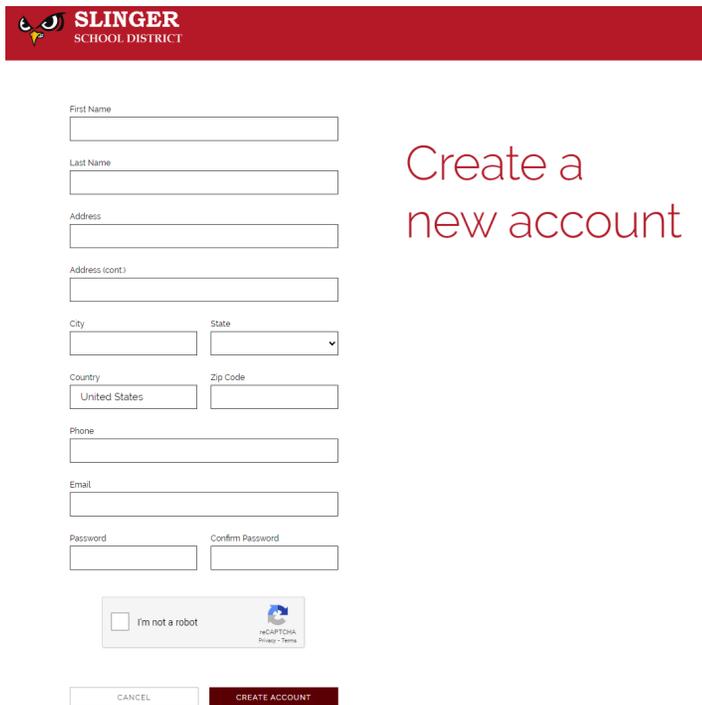
a.

3. Click “Create New Account”



a.

4. Enter in the requested information to create your new account



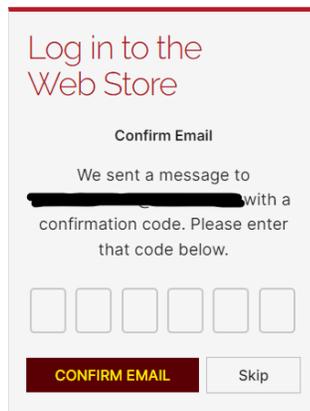
The screenshot shows the account creation form for Slinger School District. At the top left is the Slinger School District logo. The form contains the following fields: First Name, Last Name, Address, Address (cont.), City, State (dropdown), Country (pre-filled with 'United States'), Zip Code, Phone, Email, Password, and Confirm Password. Below the password fields is a reCAPTCHA widget with the text 'I'm not a robot' and a 'CREATE ACCOUNT' button. At the bottom are 'CANCEL' and 'CREATE ACCOUNT' buttons.

Create a new account

a.

5. Click “Create Account”

6. Vanco/RevTrak will send an email (to the email you entered when creating your account) containing a 6 digit code. Check your email for the code and enter it (Be sure to check your spam folder if you don't see it.)

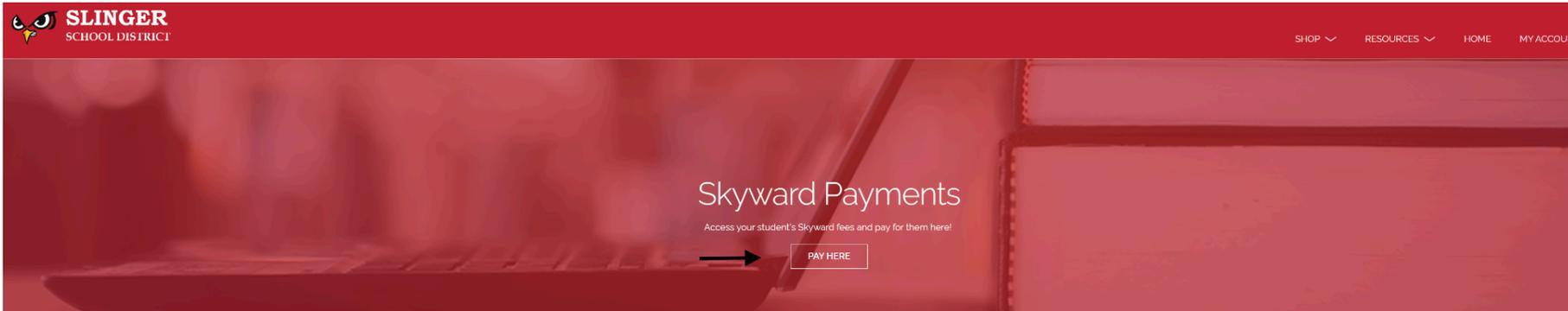


The screenshot shows the 'Confirm Email' step. The heading is 'Log in to the Web Store'. Below it is the sub-heading 'Confirm Email'. The text reads: 'We sent a message to [redacted] with a confirmation code. Please enter that code below.' There are six empty input boxes for the code. At the bottom are 'CONFIRM EMAIL' and 'Skip' buttons.

a.

Link Skyward Account

1. Click “Pay Here” under Skyward Payments



a.

2. Enter your Skyward login ID and password (this is different than your RevTrak account information you just created)

Home

SKYWARD - PLEASE LOG IN

Please Enter Your Skyward Family Access Credentials Below

Skyward Login ID
[Redacted]

Skyward Password
[Redacted]

CONTINUE SHOPPING

LOG IN

a.

- b. This will link your Skyward account to your RevTrak account

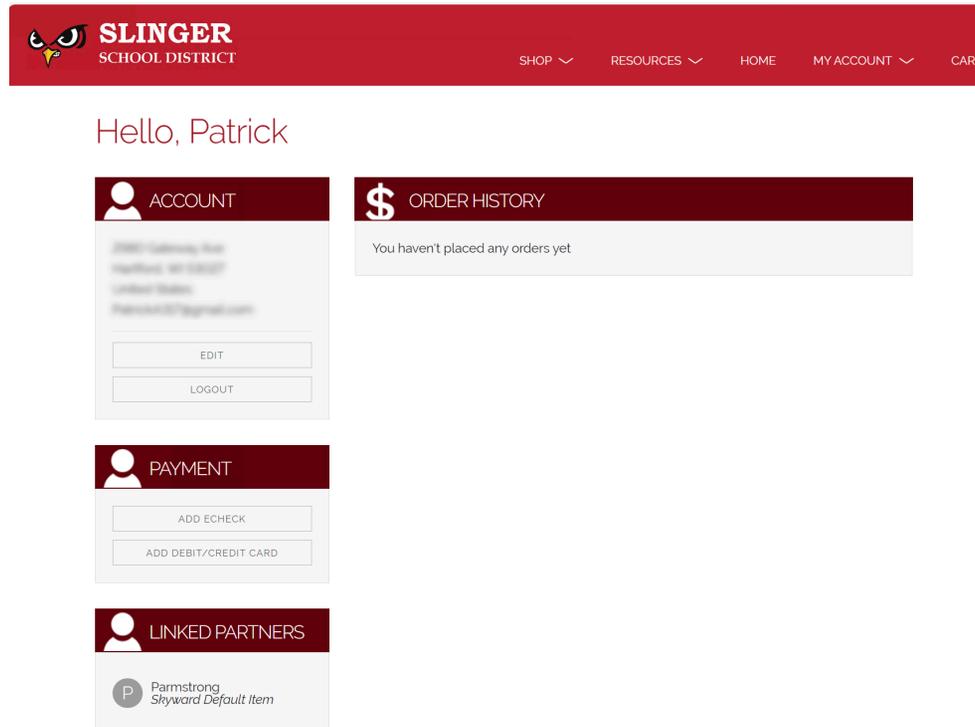
Add Payment Method

1. Click “My Account” and then “My Settings”



a.

2. You are then able to see your order history, linked partners (Skyward) and payment information. Click “Add eCheck” OR “Add Debit/Credit Card”



a.

3. Enter in your eCheck/Debit/Credit Card information and click "Continue"

ADD CARD

Card Number*

Expiration*

Name on Card*

Nickname



a.

4. Your payment method(s) have now been added to your account for future use

PAYMENT

 Landmark
..... 

a.