## Parents & Community Members Webstore User Guide Making Online Payments

You can access the Revtrak Online Payment system by visiting <a href="https://irvingisd.revtrak.net/">https://irvingisd.revtrak.net/</a>.

1.) Login or Create an Account – You must have an account created to make payments online.



- 2.) Once logged in, make the appropriate selection. Please note the following:
  - i. Student Reassignment Center, Curriculum & Technology (CTE) can be viewed in the "Other Programs" section.

| Earty Childhood Schools | Elementary Schools | Middle Schools | High Schools | Other Programs |
|-------------------------|--------------------|----------------|--------------|----------------|
| State of the District   | Technology Fees    |                |              |                |

3.) Once you make a selection, pick the proper campus. For example:



4.) Choose the proper fundraiser, donation or fee you will like to make a payment for.



5.) Be sure to complete all fields. If payment is for a student, please enter the student's name and student ID number to receive credit for the payment.

| Irving High School    | IRVING HS PARKING FEE       |                   | 2021-22 Parking Fee |
|-----------------------|-----------------------------|-------------------|---------------------|
| IRVING HS PARKING FEE | \$27                        | (sku:D02-Parking) |                     |
|                       | Student Name<br>First Name: | ~                 |                     |
|                       | Last Name:                  |                   |                     |
|                       | Address:                    |                   |                     |
|                       | City:<br>State:             |                   |                     |
|                       | Zip:                        | ~                 |                     |
|                       | Phone:                      |                   |                     |
|                       | Email:                      |                   |                     |
|                       | Student Name and ID#        | ~                 |                     |

6.) Once all fields have been entered, click "Add to Cart". Please note, a service fee may apply for all online payments.



7.) If you would like to make online payments for other items, click "Continue Shopping" if not, select the "Checkout" button.

| <u>Clear Cart</u>  |          |
|--|----------|
| IRVING HS PARKING F<br>For: Jane Doe<br>Jone Doe 1234567 | ΈE       |
| Quantity: 1  |          |
| REMOVE   | \$27.00  |
|  |          |
|  |          |
|  |          |
|  |          |
|  |          |
|  |          |
|  |          |
| SUB TOTAL  | \$27.00  |
| SERVICE FEE  | \$0.98   |
| TOTAL  | \$27.98  |
|  | СНЕСКОПТ |
| CONTINUE SHOPPING  | CHECKOOT |
| CONTINUE SHOPPING  | CHECKOOT |

8.) After you select "Checkout", you will be prompted to enter your payment information. You can select *Use Credit/Debit* or *Use ECheck.* Once entered, press continue to finalize and submit payment.

| ADD FCHFCK  |   |
|---|---|
|   |   |
| Routing Number'   |   |
|   |   |
| Account Number* Verify Account Number*  | 1 |
|   | ] |
| Name on Account Nickname  | ] |
| F08   | ] |
| 1:1221852??1: 6?24301068* 2400*   |   |
| Routing Number Account Number Check Number  |   |
|   |   |
| USE CREDIT/DEBIT  | ł |
|   |   |
|   |   |
| PAYMENT   |   |
|   |   |
| ADD CARD  |   |
|   |   |
|   |   |
|   |   |
|   |   |
| VISA DISCOVER AMERICAN<br>EXPRESS<br>rd Number' Expiration'   |   |
| VISA     DISCOVER     AMERICAN<br>EXPRESS       rd Number*     Expiration*       Image: State S                     |   |
| VISA     DISCOVER     AMERICAN<br>EXPRESS       rd Number'     Expiration'       Image: State of the s                     |   |
| VISA DISCEVER   rd Number' Expiration'   Image: Stress of the s |   |
| VISA DISCOVER   rd Number' Expiration'   Image: Second state of the second state  |   |
| VISA DISCOVER     rd Number' Expiration'     Imme on Card' MM / YY     ame on Card' Nickname     Save this payment method     I'm not a robot     I'm not a robot   |   |