

# How to Make a Food Service Payment in RevTrak

Visit the RevTrak portal by going to [ucfsd.revtrak.net](http://ucfsd.revtrak.net). There are also buttons on each of the school websites that will take you to the RevTrak portal.

Click on your child's school, then click on the button for "Food Service Payments"



If you do not yet have an account for RevTrak, click "Create New Account"

A screenshot of a login page titled "Log in to the Web Store now for quick checkout". It has fields for "Email" and "Password", a "Forgot password?" link, and a "LOG IN" button. At the bottom, a "CREATE NEW ACCOUNT" button is circled in red. A red arrow points from the "CREATE NEW ACCOUNT" button in this screenshot to the "CREATE NEW ACCOUNT" button in the next screenshot.A form for creating a new account. It includes fields for "City", "State" (a dropdown menu), "Country" (with "United States" selected), "Zip Code", "Phone", "Email" (with "Required" below it), "Password" (with "Required" below it), and "Confirm Password". At the bottom are "CANCEL" and "CREATE ACCOUNT" buttons. Two red arrows point from the "CREATE ACCOUNT" button in this form to the "CREATE ACCOUNT" button in the next form.

Enter the applicable information, including your email address and a password - this will be your login information for RevTrak  
Click "Create Account"

A form titled "Add New Student/Staff" with a dropdown arrow. It has fields for "Last Name" and "Student ID". At the bottom is a blue button labeled "ADD STUDENT/STAFF".

Attach your student/s to your RevTrak account by entering their last name and 6-digit Student ID number  
Click "Add Student/Staff"

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## CYBERSOFT FOOD SERVICE PAYMENTS

Isku Cybersoft  
Balance: **\$7.05**

MAKE ONE-TIME PAYMENT    LOW BALANCE SETTINGS

You will see your child's existing lunch balance with options to make a one-time payment, and adjust low balance settings

### AUTO-REPLENISH

Enabled

Cybersoft Food Service Payments

When my balance falls below  I would like to add

Payment Method

You must first add a payment method in order to enable low balance payments.

A service fee of 3.62% will be applied to payments.

I agree to recurring payments. ⓘ

Clicking on the button for "Low Balance Settings" allows you to auto-replenish your child's account when it gets below a certain threshold

### One-Time Payment

Balance: \$7.05

Clicking on the button for "One-Time Payment" allows you to make a one-time payment onto your child's lunch account

Click the button for "Add to Cart" and "Checkout" to complete your purchase

If you forget your password, there is a "Forgot Password" link on the RevTrak sign-in screen.

For all other technical issues, please email [onlinepayments@ucfsd.net](mailto:onlinepayments@ucfsd.net)