

REVTRACK SUPPORT FOR PARENTS

Fees

*Recommended browsers to complete online payments: Google Chrome, Firefox, or Safari

Where and how to pay enrollment fees RevTrack:

1. If you are starting from PowerSchool:

- a. Login into PowerSchool Parent Portal and enter PowerSchool credentials.
- b. Click Make a Payment, which will take you to the RevTrak Web Store.
- c. Sign into your RevTrak Web Store account OR for new users, create your account by clicking “Create New Account” at the bottom of the Web Store login box. NOTE: New users will be asked for PowerSchool credentials one more time to make the connection with their student(s). Subsequent payments will not require this step.
- d. Click Add to Cart next to the appropriate fee(s). When ready, click Checkout.
- e. After verifying your information, click Place Order to process your transaction and view your receipt.

*A receipt will automatically be sent to the email address associated with your RevTrak account.

2. If you are starting from the web store:

<https://andover385.revtrak.net/>

- a. Click on your student’s school on the Web Store and then on the Student Required Fees button.
- b. Sign into your RevTrak Web Store account OR for new users, create your account by clicking “Create New Account” at the bottom of the Web Store login box. NOTE: New users will be asked for PowerSchool credentials to make the connection with their students. Subsequent payments will not require this step.
- c. Click Add to Cart next to the appropriate fee(s). When ready, click Checkout.
- d. After verifying your information, click Place Order to process your transaction and view your receipt.

*A receipt will automatically be sent to the email address associated with your RevTrak account.

