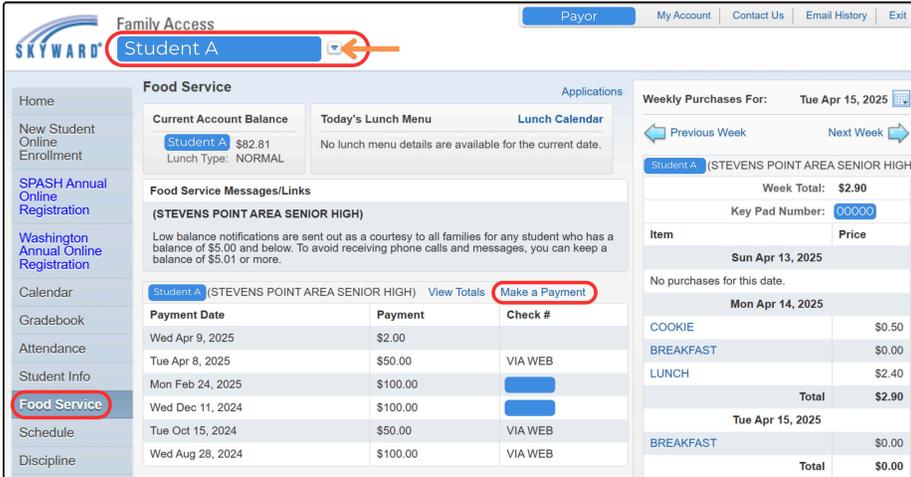


# HOW TO MAKE A PAYMENT TO YOUR CHILD'S FOOD SERVICE ACCOUNT USING A CREDIT/DEBIT CARD

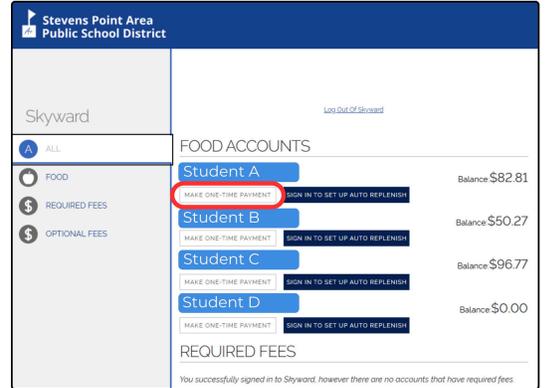
Log into Family Access and go to the Food Service page. Select the account you wish to add money to. Click on MAKE A PAYMENT.

1



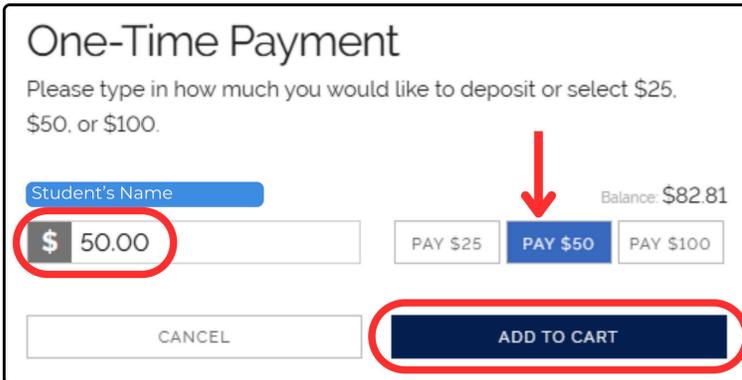
A new window will open. Under the FOOD ACCOUNTS section, click on MAKE ONE TIME PAYMENT beneath the name of the student whose account you wish to pay into.

2



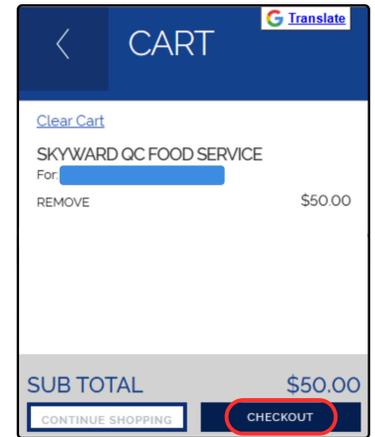
A payment window will open. Select one of the preset payment buttons on the right or enter a payment amount in the box. Then click ADD TO CART.

3



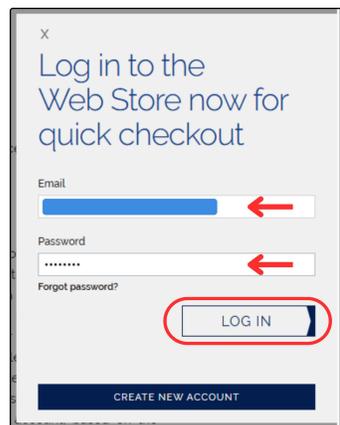
A cart window will open. Select either CONTINUE SHOPPING to add another payment to your cart, or CHECKOUT if you are done adding payments.

4



A CHECKOUT window will open. Enter your RevTrak email and password and click LOG IN. If you have never used RevTrak before, you can click on the CREATE NEW ACCOUNT button.

5



Once you are logged in to RevTrak, you will see a billing statement. Review your statement and click the I'M NOT A ROBOT box before clicking PLACE ORDER. Please note that RevTrak adds a \$1.00 service fee each time you make an online payment.

6

