

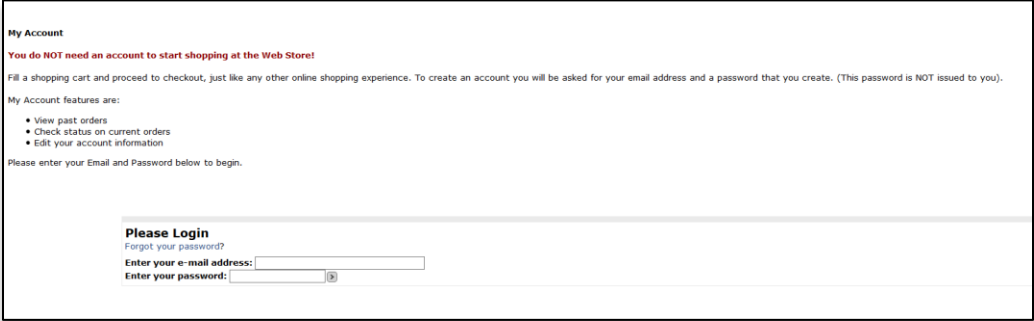


How to make a Payment through Parent Portal:

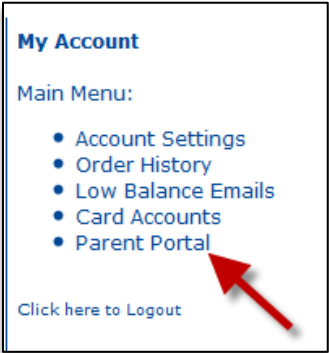
- Go to the East Elementary School's Web Store at <https://eastelem.revtrak.net>
- Click the **My Account** button or on the left navigation menu





- On the My Account Page, **login** with your account e-mail address and password




- Once logged in, select **Parent Portal** from the Main Menu



- Wait a moment for a new popup screen to appear. On this screen you will be able to view all of your Registrations with a balance

Family Info		Financial Info		Goto Shopping Cart	
REGISTRATIONS WITH BALANCE					
Student	Class	Balance Due	Card On File		
Michael Olsen	2015 Jefferson - Monthly SACC Jefferson 2015/2016	\$420.00	Visa: 1111 xx/18		

- Here you can add balance(s) to your shopping cart by selecting the Shopping Cart icon  next to the corresponding Registration
- Once the Shopping Cart is selected, a popup message will appear with the option to pay your past due, total due, or "other" amount. Select one of the three options.

Your balance due for 2015 Jefferson - Monthly - SACC Jefferson 2015/2016 is \$420.00 of which \$210.00 is past due.

Pay Past Due Amount of \$210.00 **PAY PAST DUE**

Pay Total Due Amount \$420.00 **PAY TOTAL DUE**

Pay Other Amount **PAY OTHER**

CANCEL

***Note:** If you would like to pay money towards a future invoice, you may type the amount you would like to pay in the **Pay Other Amount** box and then select the "Pay Other" button. The extra money will be added to your account and automatically applied towards future weeks.

- After clicking one of the three options, you will receive a message informing you that the balance has been added to your shopping cart; select **OK**
- Once you have added all of the balances you wish to pay for, select **Go to Shopping Cart** at the top of the parent portal screen



- At the Shopping cart you will need to verify all billing information for accuracy. Then you will need to select **"Complete Order"**
- Payment will be processed and a **Receipt** can be viewed and printed

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