

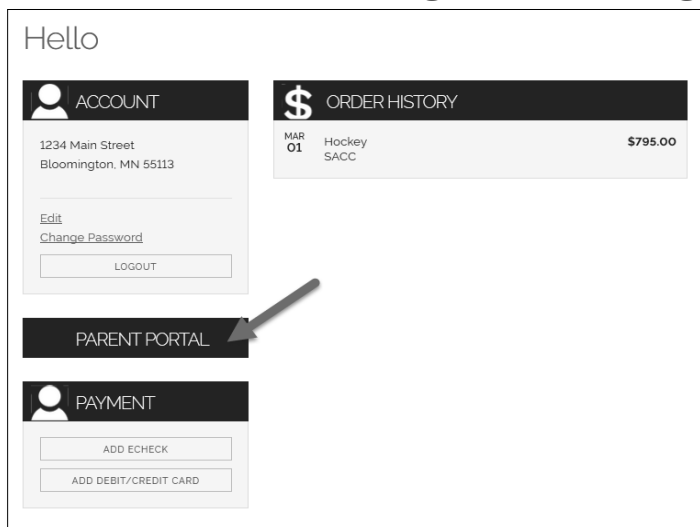
Robbinsville Schools

Parent Portal Payment Guide



Visit the Robbinsville Web Store to make payments **ONLINE!**
<https://robbinsville.RevTrak.net>

Login to Existing RevTrak Account



- ◆ Using your RevTrak account **Email Address** and **Password**, login to your RevTrak account.
- ◆ Select **“My Account”** from the top navigation bar on your screen.
- ◆ Within the “My Account” page, select the **“Parent Portal”** button that should appear just between the “Account” and “Payment” sections of your account.
- ◆ This button will bring you to a screen where you can view all registrations with balance that exist within your account.

Parent Portal

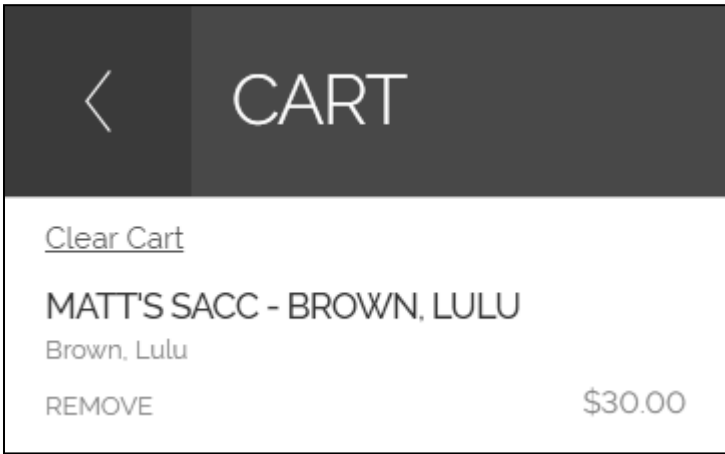
Registrations with Balance			
Student	Class	Balance Due	Card On File
Lulu Brown	FA16 FP Sharon Elementary Flexpass Matt's SACC Purchased: 3. Used: 0. Remaining: 3. Invoiced: 0 Click Here to purchase more days	\$0.00	Visa 1111 05/20

Open Registrations			
Name	Class	Start Date	Registration Date
Lulu Brown	FA16 FP Sharon Elementary Flexpass Matt's SACC Purchased: 3. Used: 0. Remaining: 3. Invoiced: 0 Click Here to purchase more days	04/19/2017	04/21/2017

- ◆ Here you can purchase additional Flexpass days by selecting the **Click Here to purchase more days** link below the corresponding Registration
- ◆ After selecting the "Click Here," a new popup screen will appear and you can additional days to purchase by clicking ADD

Please select the number of days you would like to add to your shopping cart.

days at \$10.00 per day.



- ◆ Once you have clicked ADD, a message will appear confirming that you have added additional days to your shopping cart.
- ◆ After you have added all days you would like to purchase for any applicable registration, 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. The last verification will be selecting "Complete Order"
- ◆ Payment will be processed and a receipt can be viewed and printed

