

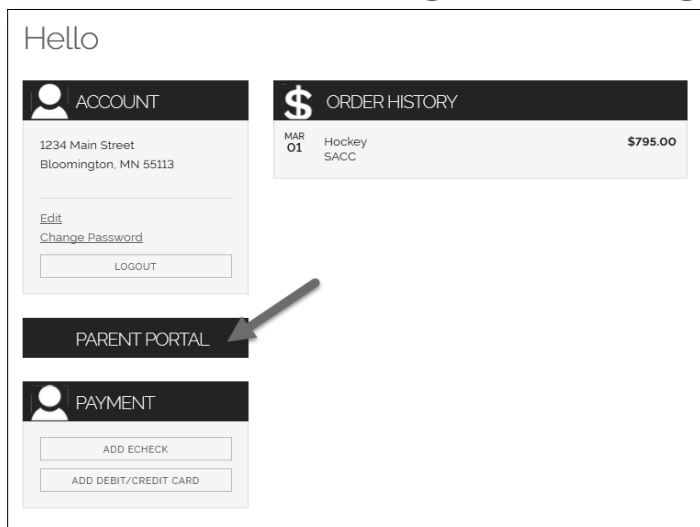
Robbinsville Schools

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



- ◆ To add an unpaid balance to your cart, select the **Shopping Cart** icon () next to a registration.
***NOTE: Do not select the () icon as this will simply update card information, not process a payment.**
- ◆ If given the option, select or enter the exact amount you would like to pay at this time.
***NOTE: If your account balance is past due be required to pay the past due balance in full.**
- ◆ Your **Shopping Cart** will appear on your screen, showing all items that have been added to your shopping cart. When you are ready to process the payment select **Checkout**, within your **Shopping Cart**.
- ◆ Within the Checkout screen, you can verify your billing address and **Select a Payment Option**, prior to hitting **“Complete Order”**.
- ◆ When you hit **“Complete Order”**, your payment will be processed and a **Receipt** will appear. Your receipt will also be emailed to the address on file.