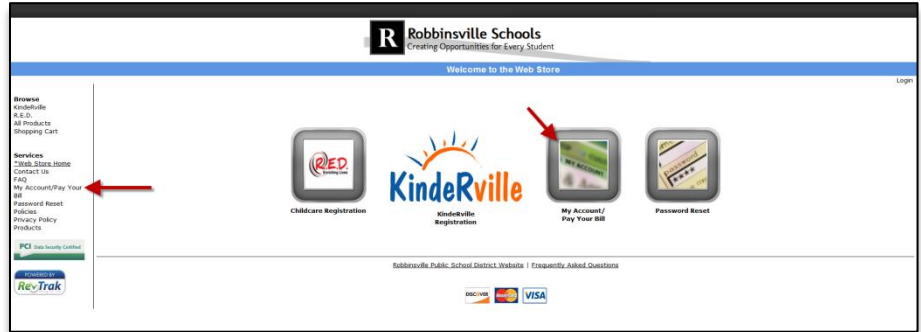


# How to make a Payment through Parent Portal:

- Go to the Robbinsville Schools Web Store at <https://robbinsville.revtrak.net>
- Go to **My Account** by clicking on either the front webstore button or the left navigation menu



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

**My Account**

**You do NOT need an account to start shopping at the Web Store!**

Fill a shopping cart and proceed to checkout, just like any other online shopping experience. To create My Account you will be asked for your email address and a password that you create. (This password is NOT issued to you).

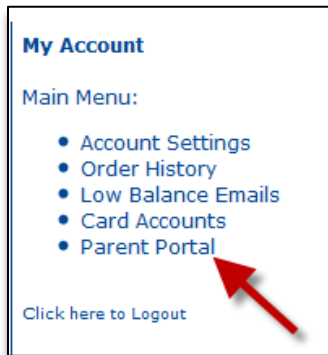
My Account features are:

- View past orders
- Check status on current orders
- Edit your account information


Please enter your Email and Password below to begin.


**Please Login**  
 Forgot your password?  
 Enter your e-mail address:   
 Enter your 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**

- 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 the last verification will be you selecting “**Complete Order**”
- Payment will be processed and a **Receipt** can be viewed and printed
- At the bottom of your receipt select **Logout**

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