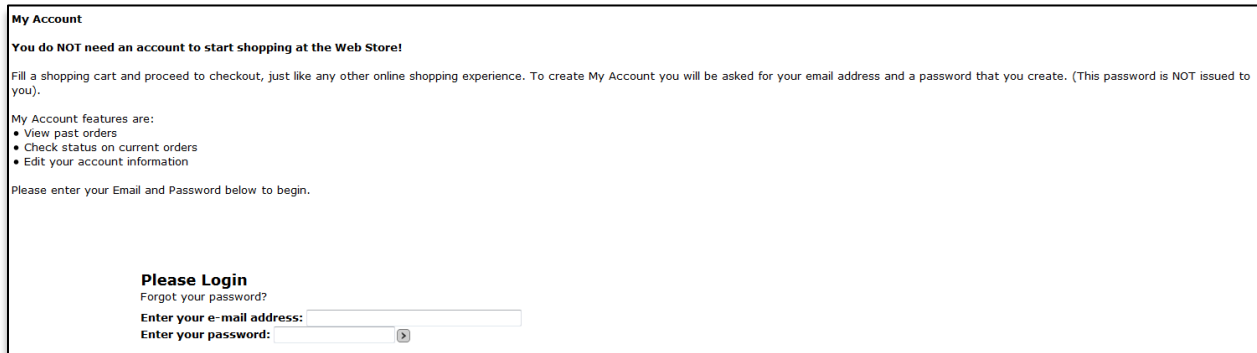


How to purchase additional Flex passes

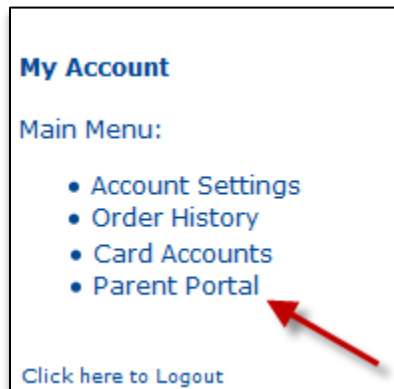
- Go to the Robbinsville Schools Web Store at <https://robbinsville.revtrak.net/>
- Go to My Account/Pay Your Bill found on the left navigation Menu



- 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		
Jane Smith	FA15 FP Sharon Elementary Flexpass Purchased: 15, Used: 10, Remaining: 5, Invoiced: 0 Click Here to purchase more days	\$0.00			
John Smith	FA15 FP Sharon Elementary Flexpass Purchased: 15, Used: 9, Remaining: 6, Invoiced: 0 Click Here to purchase more days	\$0.00			

- 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.

5 ▾ days at \$19.00 per day.

- Once you have clicked ADD, a message will appear confirming that you have added additional days to your shopping cart.

5 days have been added 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
- At the bottom of your receipt select Logout