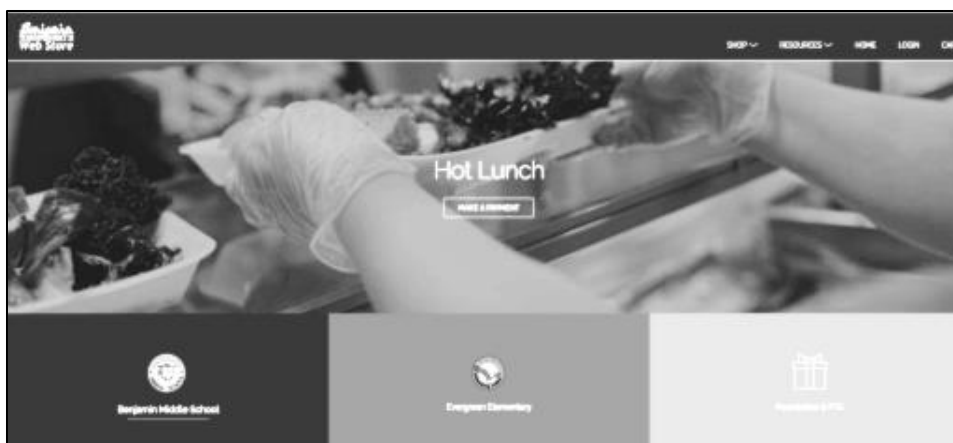


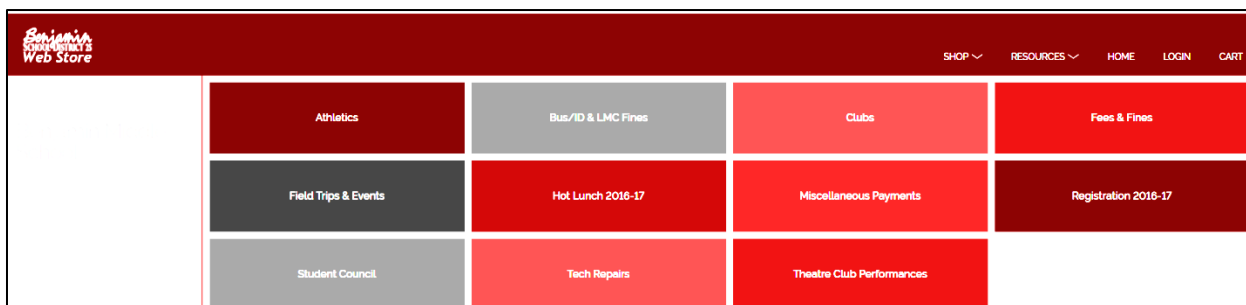
## OnLine Payments:



1. Click the “Online Payments” icon

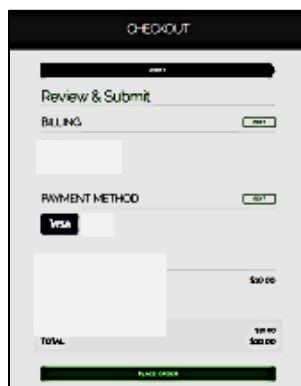


2. Click on “Login” (upper right or use the pop-up box)  
Log in with your *RevTrak* username (email) and password  
If you don't have a RevTrak account, please create one now. (See page 3 for instructions)
3. Click the appropriate tile at the bottom (ie: Benjamin Middle School, Evergreen Elementary, Foundation/PTA)
4. Click the tile you wish to shop. (See sample below)



Fill in the required information. Your student/students will show in a drop down box. Once you choose the student, click “Add to Cart”, if you are finished click “Checkout” or you can go back and shop for an additional event(s).

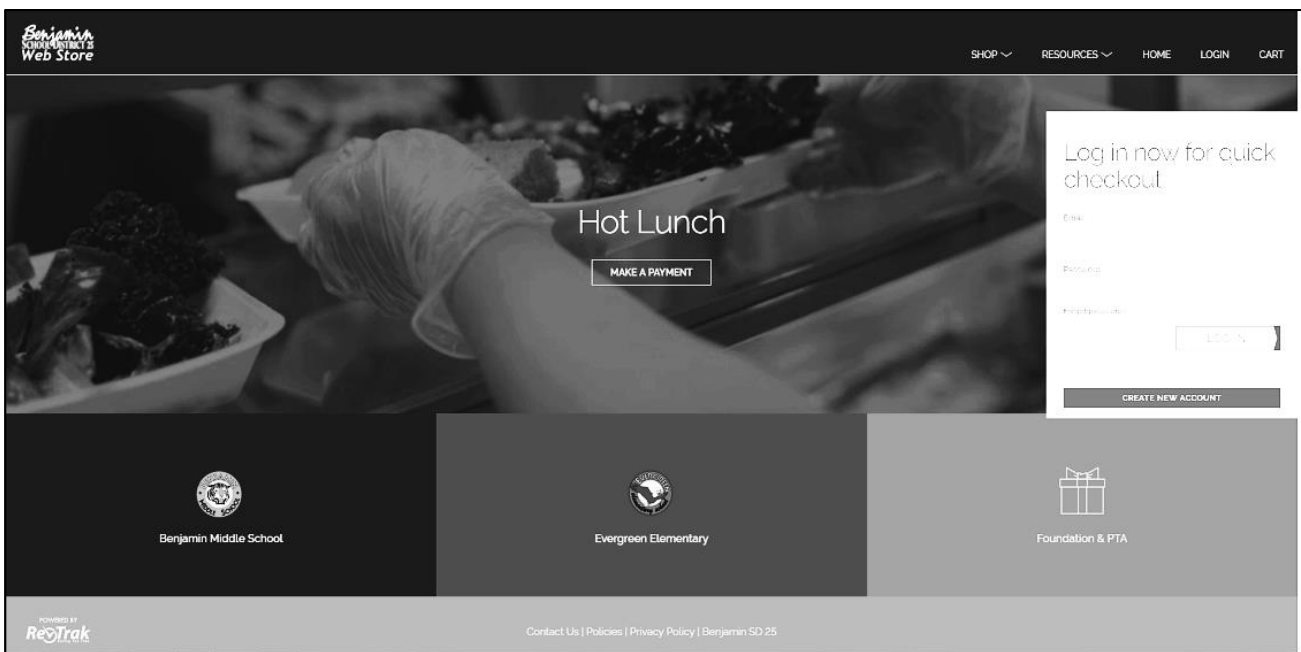
5. When finished shopping click “Checkout”



Review and Submit. Click “Place Order”. You can cancel/go back if you click the “X” in the upper left corner.

**TO CREATE A NEW ACCOUNT: (This is your RevTrak account which will be used for all on-line payments.)**

1. Click “Create New Account”



2. Fill in the required information and click “Create Account”

3. Then follow the steps above for “Hot Lunch Payment” beginning with number 4.