

**Uinta County School District #4**

**Mountain View, Wy 82939**

**307-782-3377**

*"Where the Buffalo Roam"*



## **Online Food Service Payments Using RevTrak**

The Uinta County School District #4 now provides parents an **easy** way to make online food service payments for their students. We have established a secure Web Store, powered by RevTrak. Our **Web Store** offers parents a **convenient** payment option when adding money to their student's food service account. Online payments can be made using a VISA, MasterCard or Discover credit or debit card. Please Note: A service fee of 3.61% will be applied at checkout.

### **How to Make Online Payments?**

1. **Visit** our district Web Store at **uinta4.revtrak.net** [You need to have previously created an account with RevTrak in order to use the **Quick Checkout**. If you don't have an account, click on **Create New Account** or see our instructions for Creating an Account with RevTrak.]
2. Click on **LOGIN**
3. Enter the **email** and **password** you used to create your account in RevTrak, then click **LOG IN**
4. You will be taken back to the main screen. When you see Food Service Payments, click on the **"Click Here"** icon.
5. Enter the **PowerSchool Username** and **Password** associated with your Parent Access Account, then click **LOG IN**
6. The student(s) associated with the Parent Access Account should be listed. **Enter the amount** you wish to pay on each student, then click on **ADD SELECTED TO CART**
7. View the cart and click **CHECKOUT**
8. Click on **DEBIT/CREDIT** or **USE ECHECK**. The payment information previously entered/saved will show on the next screen. Click **CONTINUE**
9. Verify information for accuracy and select **PLACE ORDER**
10. The next screen allows you to **PRINT RECEIPT**, if desired.

### **Need Help?**

**Forgotten Web Store Password?** Click Password Reminder under Services, enter your email address and click arrow. Your password will be emailed to you shortly.

**Forgotten Parent Portal Password or no Parent Portal Access?** **Contact Jolene Schnackenberg, 307-782-3377 x 7218**

