



ONLINE PAYMENTS

Pratt USD 382 provides parents an **easy** way to make 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 or paying for school fees. Online payments can be made using a VISA, MasterCard or Discover credit or debit card.

How to Make Online Payments?

1. Visit our district Web Store at **usd382.revtrak.net**
2. Click on **Food & Fee Payments**
3. Enter your **Parent Portal User Name** and **Password** to access a list of your student's fees and click **Continue...**

Please Enter Your Portal Access Credentials Below:

User Name:

Password:

Continue...

4. For food service, **Enter the amount** to add to your student's **food service account**

Food Services

Student	Current Balance	Add Funds
Student's Name	\$ 0	<input type="text" value="25.00"/>

5. For fees, **select all of the fees** you will be paying for **each student** and click **Next Page**

Fees for

Date	Fee Type	Description	Balance Remaining	Select
06/21/2013	Class Dues - Jr	Class dues	\$ 10.00	<input type="checkbox"/>
06/21/2013	Technology	Tech fee 2013-14	\$ 25.00	<input checked="" type="checkbox"/>
08/29/2013	Textbook Rental	Textbook rental fee required for all students	\$ 30.00	<input checked="" type="checkbox"/>

Next Page <=== Click To Proceed...

6. **Confirm your payment choices** and click **Go to Checkout**

Items:	Price	* Qty	Total
Food Service For:	\$25.00	1	\$25.00
Technology - Tech fee 2013-14 For:	\$25.00	1	\$25.00
Textbook Rental - Textbook rental fee re For:	\$30.00	1	\$30.00
Total:			\$80.00

7. If a **new customer**, select **I am a new customer**

- a. Enter your **email address**
- b. Click **Sign in using our secure server**

Enter your email address:

- I am a new customer**
(You'll create a password later)
- I am a returning customer and my password is**
.....

Sign in using our secure server >

8. **If a returning customer, select I am a returning customer**
 - a. Enter your **email address** and **password**
 - b. Click **Sign in using our secure server**

Enter your email address:

- I am a new customer**
(You'll create a password later)
- I am a returning customer and my password is**
.....

Sign in using our secure server >

9. Enter your **billing information** and create a password (if required), click **Continue**

< RETURN TO CART

BILLING INFO:

* First Name: * Last Name:

* Address 1: Address 2:

* City: * State: * Country:

* Zip Code: * Telephone:

ACCOUNT INFO:

* Email Address: * Password: [See Hints](#)

[Purchaser's email address appears here] * Please re-enter password:

*Required field

Continue >

10. Enter your **payment information** and click on **Verify My Info**
11. Verify information for accuracy and select **Complete Order**

Customer Info

[Purchaser's Name]
[Address]
[City / State / Zip]

Credit Card Payment Info

Credit Card Number: XXXXXXXXXXXX1111	Name On Card: [Card Holder's Name]	Expires: 10/15	Card Type: Visa
-----------------------------------------	---------------------------------------	-------------------	--------------------

Nickname for Account:

Cancel > **Complete Order** >

12. A **receipt** will be emailed to you. Please check your spam filter if you do not receive it.

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? Visit the PowerSchool Parent Sign In screen at <https://usd382.powerschool.com/public/home.html> and click on **Having trouble signing in?** Or contact your school office for assistance.

