1. Logging In
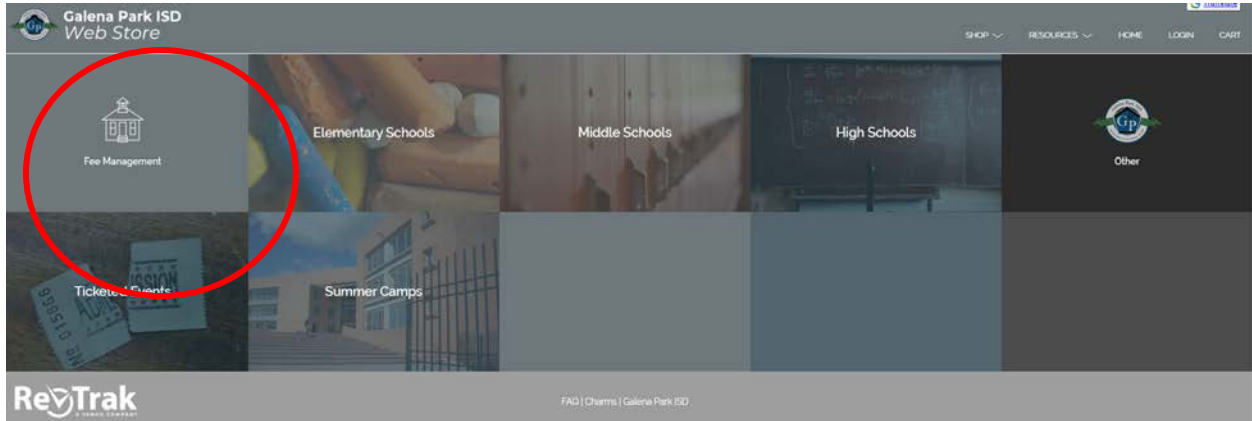   a. If payer does not have a RevTrak Account, they will need to create one

   b. If one already exists, they will log in with those credentials

   X

   Log in to the
   Web Store now for
   quick checkout

   Email ?

   rbeck@galenaparkisd.com

   Password

   ....

   Forgot password?

   LOG IN

   CREATE NEW ACCOUNT

   i.

   First Name

   Last Name

   Address

   Address (cont.)

   City   State

   Country   Zip Code
   United States

   Phone

   Email
   rbeck@galenaparkisd.com
   An account already exists with this email address

   Password   Confirm Password

   CANCEL   CREATE ACCOUNT

   Create a
   new account

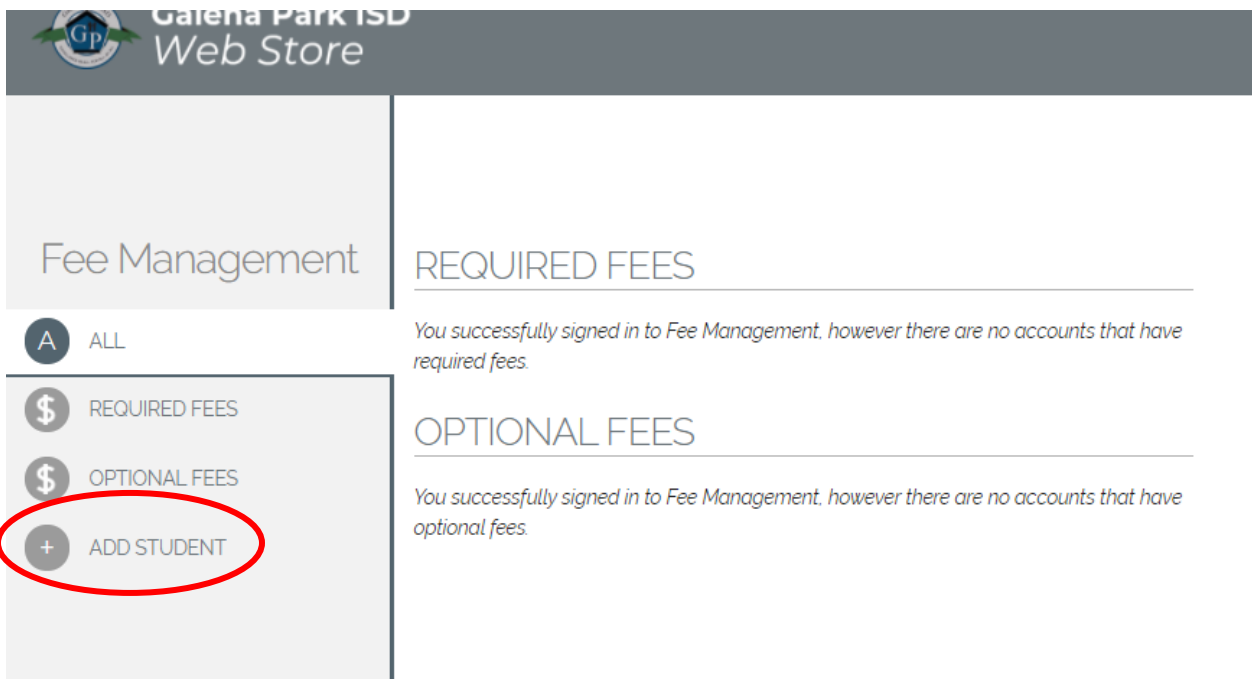2. Once logged in, Multiple ways to get to Fee Management
   a. Main RevTrak Page galenaparkisd.revtrak.net
      i. Select Fee Management

   b. Campus link
      i. Ex: Galena Park HS – Band – Fees

3. First time logging into fee management, you will need to link your student to your account
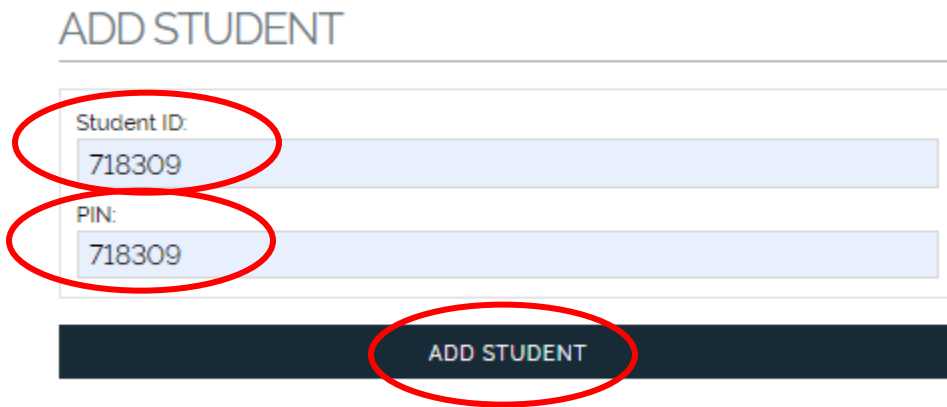   a. Click "Add student"

b. Add Student ID # under both Student ID and Pin, click on "Add Student"
    i. Repeat this process for each student you want to add to profile

ADD STUDENT

Student ID:
718309

PIN:
718309

ADD STUDENT

c. The fees that are owed for each student will now be listed, the amount shown is the remaining balance owed. The balance will decrease as payments are made.
    i. If the fee assigned to the student allows for partial payments, multiple payments can be paid.

Fee Management

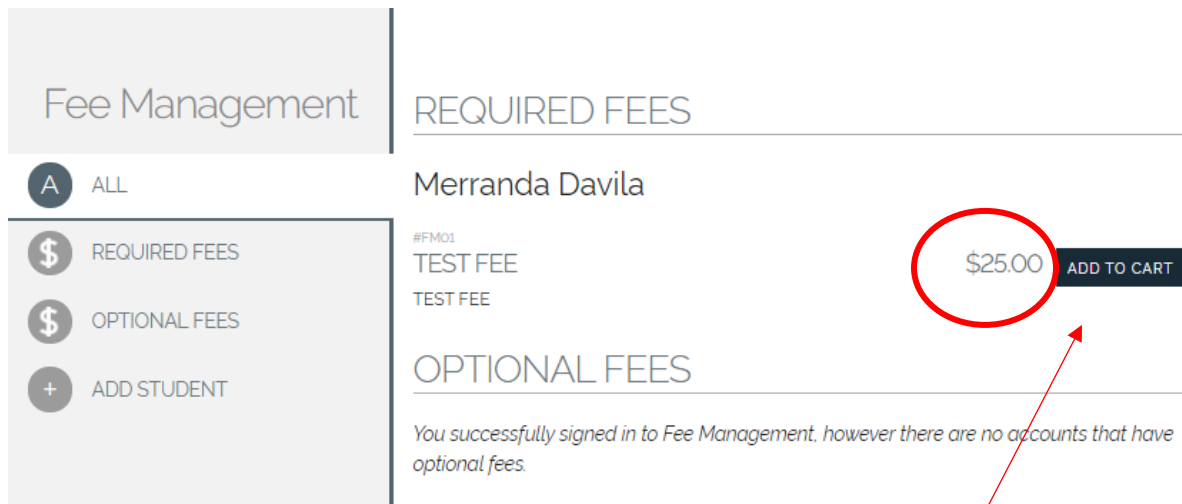A ALL

$ REQUIRED FEES

$ OPTIONAL FEES

+ ADD STUDENT

REQUIRED FEES
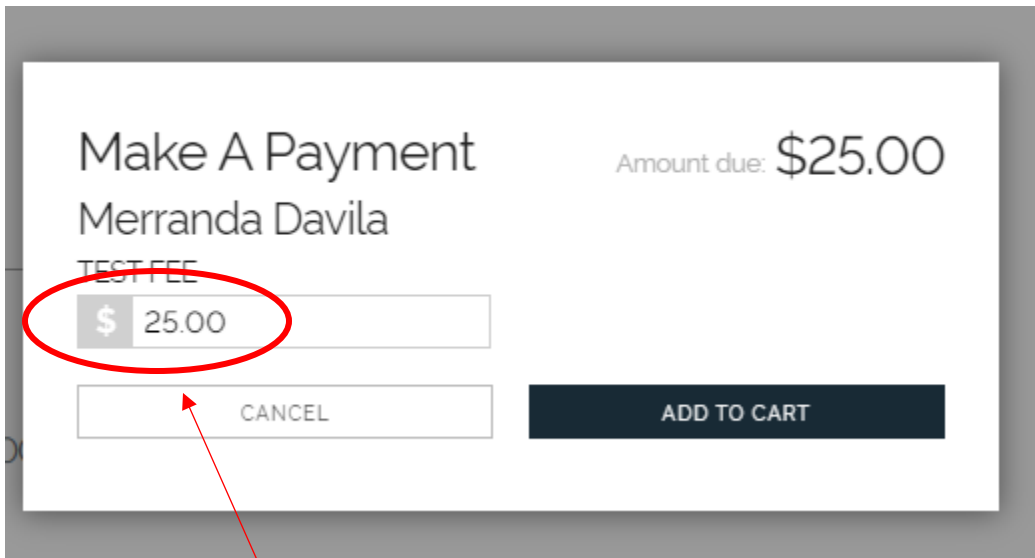
Merranda Davila

#FM01
TEST FEE
TEST FEE

$25.00 ADD TO CART

OPTIONAL FEES

You successfully signed in to Fee Management, however there are no accounts that have optional fees.
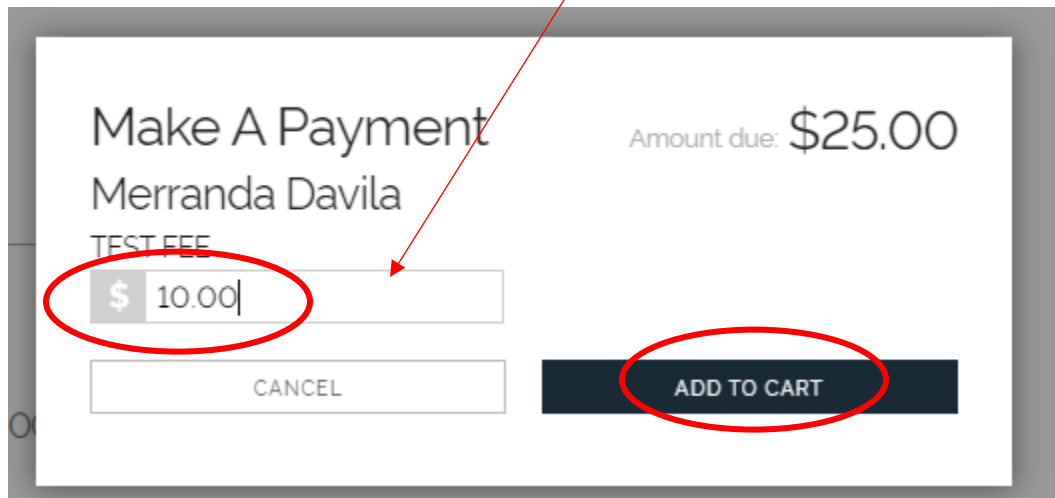
    d.   By selecting Add to cart, a payment can be made against that fee

    e.   This amount defaults to the balance; partial payments can be made on this fee, so you can change the amount you are paying. Once amount to pay is entered, click "Add to Cart"

    f.   Item is now added to cart, just like a normal RevTrak transaction. Payer can now shop for more fees, or items and check out at one time.

    g.   Next Time Payer logs in, the amount owed will be reflected in their fees