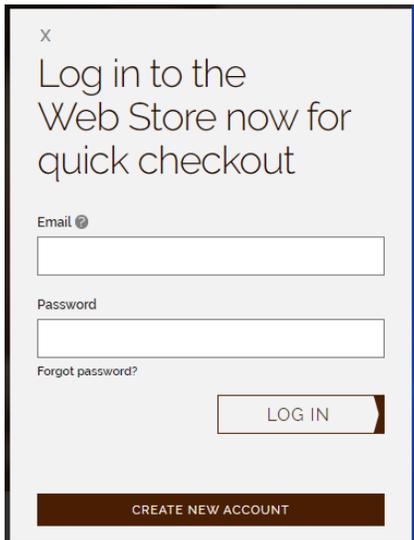


## Parent Instructions for RevTrak

1. Go to <https://newtrier.revtrak.net/fss/>
2. Click CREATE NEW ACCOUNT to complete the setup



x

Log in to the Web Store now for quick checkout

Email 

Password

[Forgot password?](#)

LOG IN

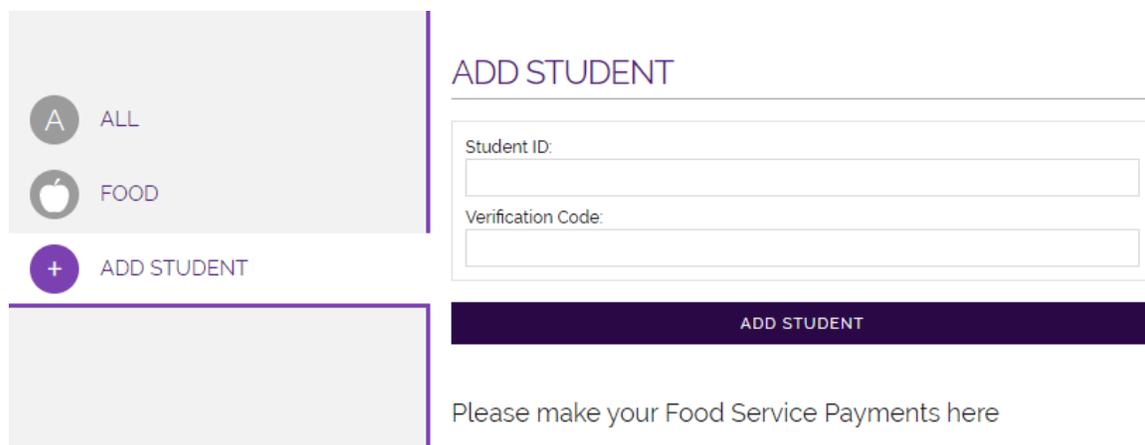
CREATE NEW ACCOUNT

3. Passwords must contain capital letter, number, lowercase letters and make sure it is at least 10 characters
4. After the account is setup, LOG IN

5. Click MAKE A PAYMENT



6. Click ADD STUDENT



ADD STUDENT

ALL

FOOD

ADD STUDENT

Student ID:

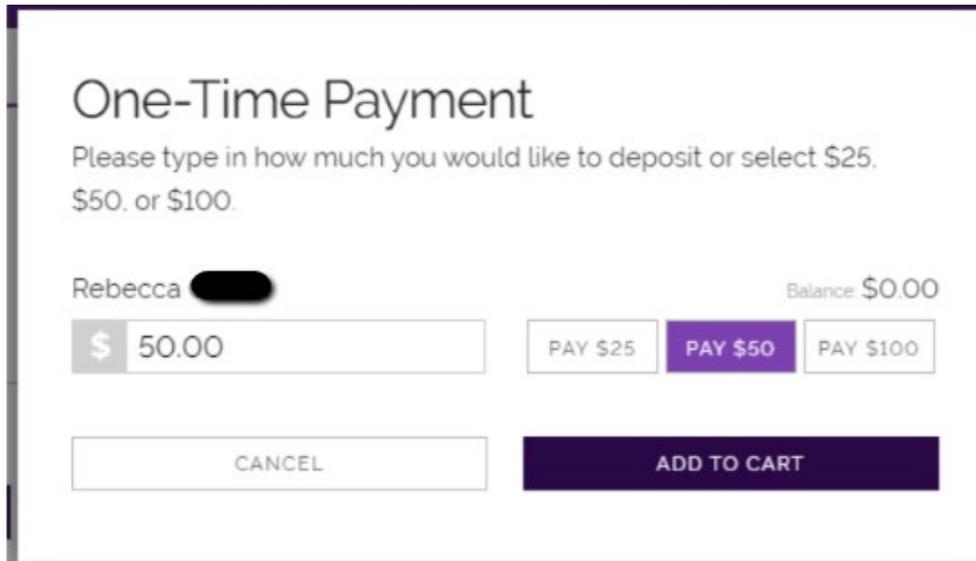
Verification Code:

ADD STUDENT

Please make your Food Service Payments here

- a. Enter the student's id

- b. Enter the student's verification Code (this was provided in separate email)
  - c. Click ADD STUDENT
7. Your student will be listed on the screen
- MAKE ONE-TIME PAYMENT
- 8. All previous balances will be transferred over
  - 9. To make a one-time payment click
    - a. This screen will appear for you to enter your payment



**One-Time Payment**

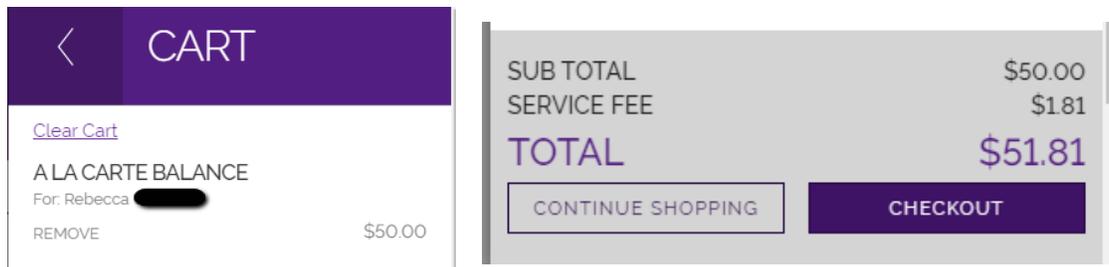
Please type in how much you would like to deposit or select \$25, \$50, or \$100.

Rebecca [REDACTED] Balance: \$0.00

\$ 50.00 PAY \$25 PAY \$50 PAY \$100

CANCEL ADD TO CART

- b. Enter the amount you would like to pay and click ADD TO CART
- c. At this point you can Continue Shopping or Check Out



[←](#) **CART**

[Clear Cart](#)

A LA CARTE BALANCE  
For: Rebecca [REDACTED]  
REMOVE \$50.00

SUB TOTAL	\$50.00
SERVICE FEE	\$1.81
<b>TOTAL</b>	<b>\$51.81</b>

CONTINUE SHOPPING CHECKOUT

10. To setup Auto Replenish or get a low Balance Email

a. Click

SET UP AUTO REPLENISH

b. This screen will appear when you turn the options on

The screenshot shows a settings page with two main sections: 'AUTO-REPLENISH' and 'LOW BALANCE EMAIL'. Both sections have a toggle switch set to 'Enabled'. Under 'AUTO-REPLENISH', there is a 'Food Service' section with two input fields: 'When my balance falls below' (set to \$ 25.00) and 'I would like to add' (set to \$ 50.00). Below this is a 'Payment Method' section with a warning message: 'You must first add a payment method in order to enable low balance payments.' There are two buttons: 'Add eCheck' and 'Add Debit/Credit Card'. A note states 'A service fee of 3.62% will be applied to payments.' and there is an unchecked checkbox 'I agree to recurring payments.' The 'LOW BALANCE EMAIL' section has a 'Balance Threshold' input field set to \$ 25.00. At the bottom are 'CANCEL' and 'SAVE' buttons.

c. Enter the low balance and how much you would like to add

d. Be sure to setup your banking information!

e. Enter the low balance amount to receive an email. When your student goes below this amount, you will receive an email.

f. Click Save