



## ONLINE PAYMENTS AVAILABLE

El Dorado Public Schools 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 Discover, MasterCard or VISA credit or debit card.

### How to Make Online Payments?

1. Visit our district Web Store at **eldoradoschools.revtrak.net**
2. Click on **Student Food & Fee Payments**
3. Enter your **PowerSchool User Name** and **Password** to access a list of your student's fees
4. For food service, **Enter the amount** to add to your student's **food service account**
5. For fees, **select all of the fees** you will be paying for **each student** and click **Next Page**
6. **Confirm** your **payment choices** and click **Go to Checkout**
7. If a **new customer**, select **I am a new customer**
  - a. Enter your **email address**
  - b. Click **Sign in**
8. **If a returning customer**, select **I am a returning customer**
  - a. Enter your **email address** and **password**
  - b. Click **Sign in**
9. Enter your **billing information** and **create a password** (if required)
10. Enter your **payment information**
11. Verify information for accuracy and select **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 PowerSchool Password or no PowerSchool Access?** Call the Central Office at: 316.322.4800.

