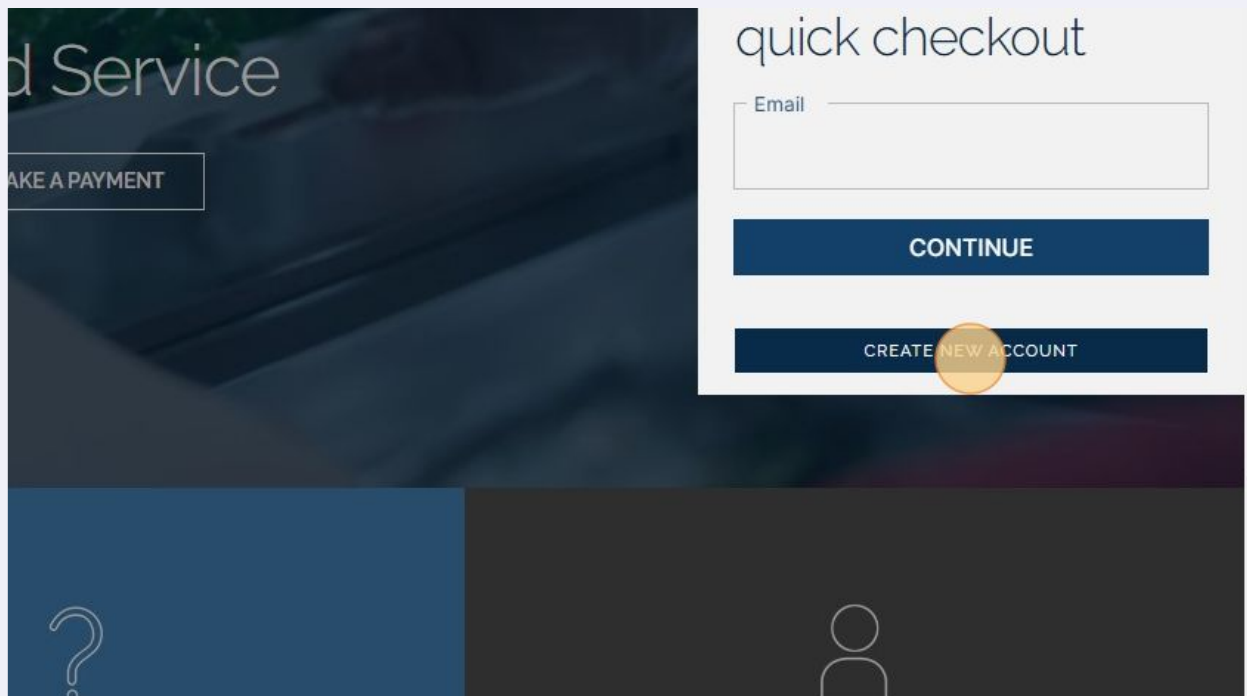


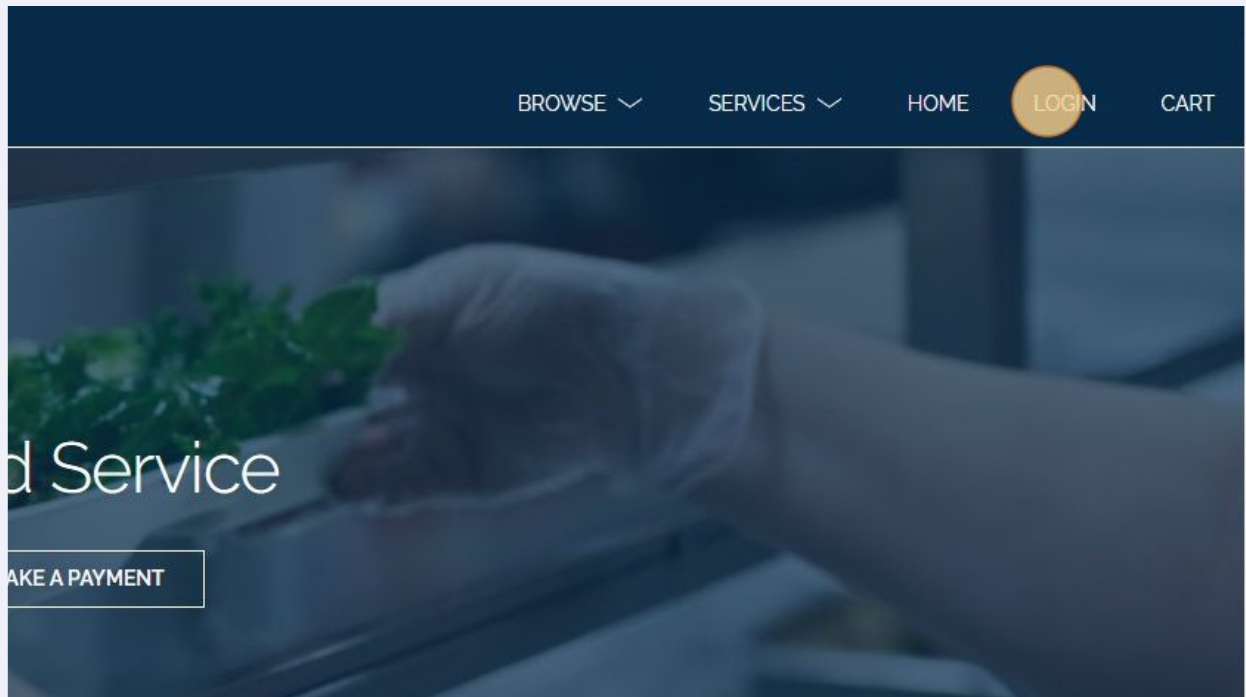
# Revtrak Workflow

- 1 Navigate to <https://hemlockps.revtrak.net/>

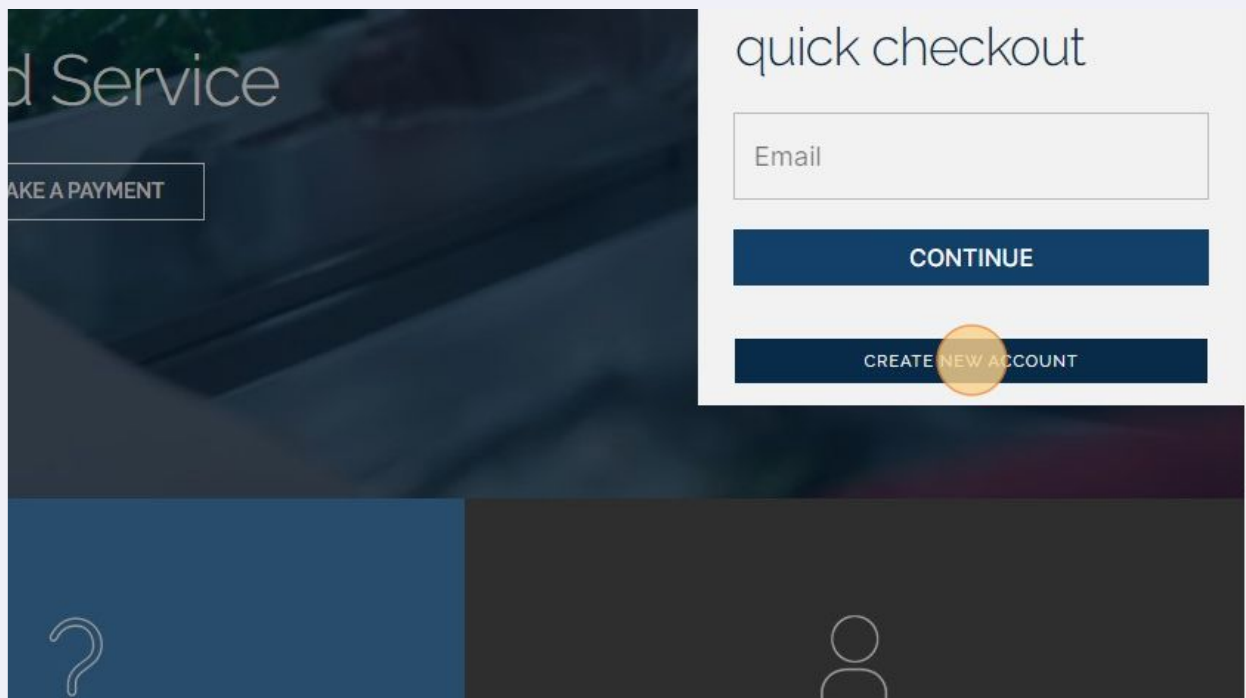
- 2 Click "CREATE NEW ACCOUNT"



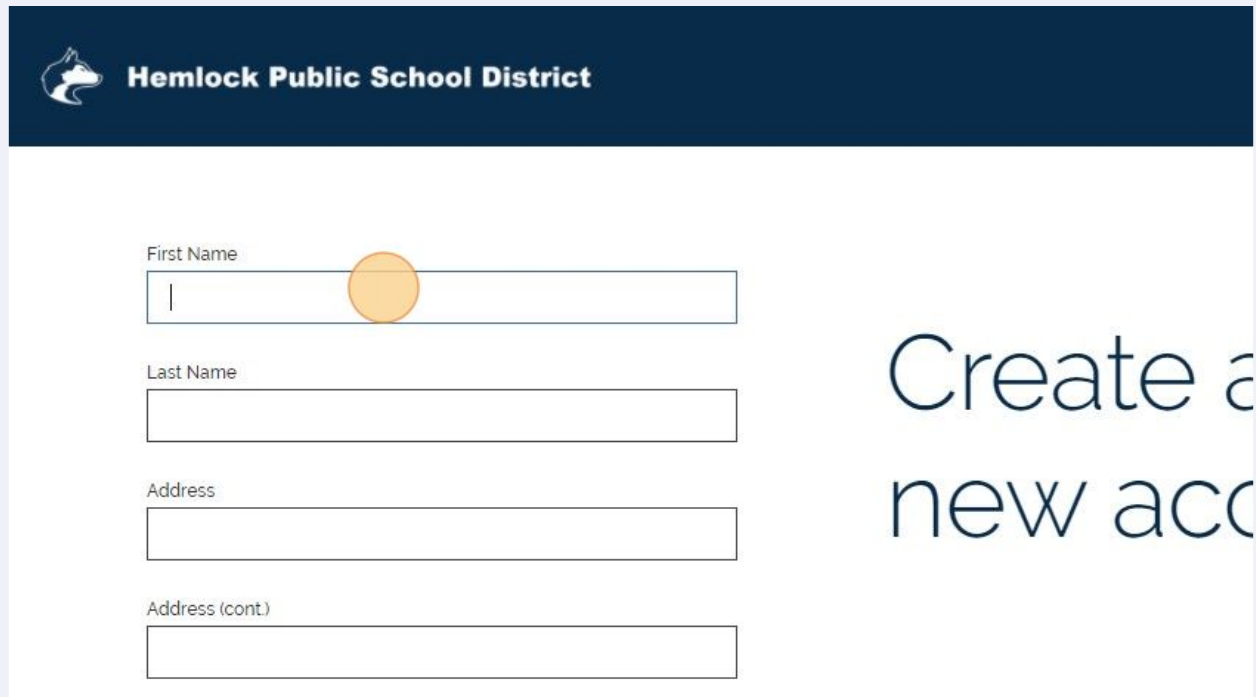
3 Click "LOGIN"



4 Click "CREATE NEW ACCOUNT"



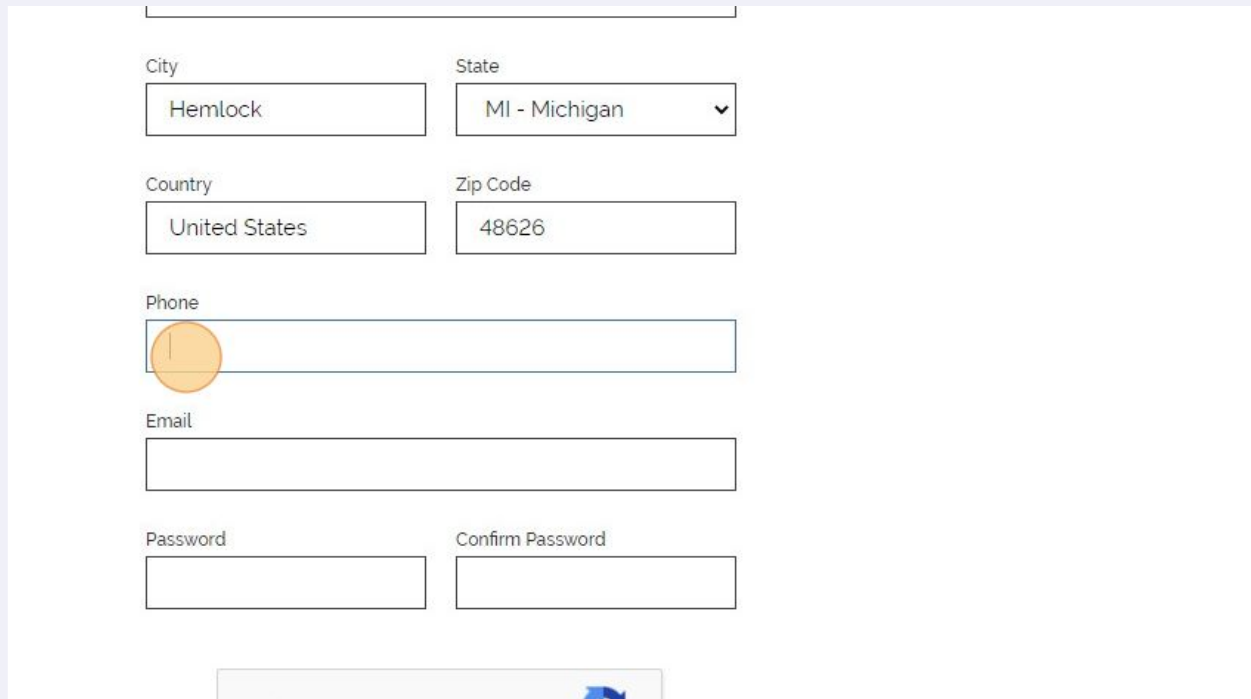
- 5 Click the "First Name" field.



The screenshot shows the Hemlock Public School District registration page. At the top is a dark blue header with the district's logo (a stylized fish) and the name "Hemlock Public School District". Below the header, on the left, are four input fields stacked vertically, each with a label above it: "First Name", "Last Name", "Address", and "Address (cont.)". An orange circle is positioned over the "First Name" input field. To the right of these fields, the text "Create a new account" is partially visible in a large, dark blue font.

- 6 Type "Zachary [[tab]] Bauer [[tab]] 525 N Maple St [[tab]] [[tab]] Hemlock [[tab]] mi [[tab]] [[tab]] 48626 [[tab]]"

**7** Click the "Phone" field.



A screenshot of a registration form. The form contains the following fields and labels:

- City**: A text input field containing "Hemlock".
- State**: A dropdown menu showing "MI - Michigan" with a downward arrow.
- Country**: A text input field containing "United States".
- Zip Code**: A text input field containing "48626".
- Phone**: A text input field with a small orange circle containing a vertical line, positioned at the start of the field.
- Email**: An empty text input field.
- Password**: An empty text input field.
- Confirm Password**: An empty text input field.

At the bottom of the form, there is a blue arrow pointing to the right, indicating a "Next" or "Submit" button.

**8** Type "989--64252563 [[tab]] bauer.zach@hemlockps.com [[tab]]"

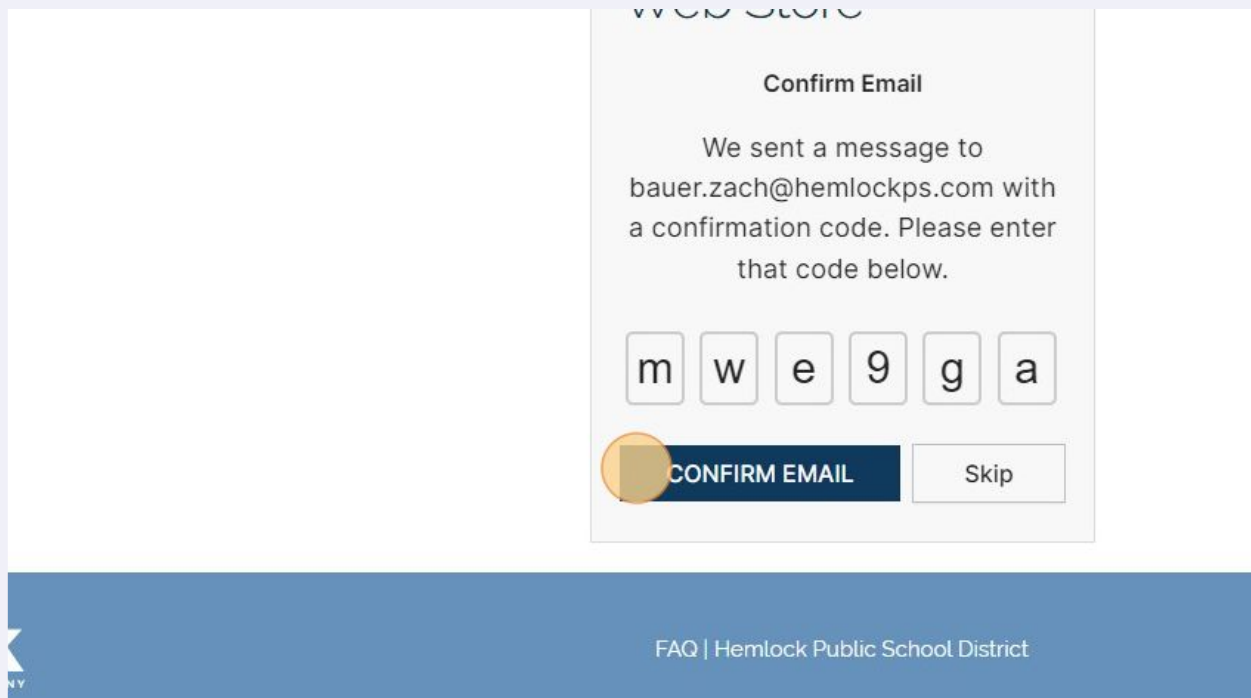
9 Click here.

This screenshot shows a web form for creating an account. The form includes an 'Email' field with the text 'bauer.zach@hemlockps.com', a 'Password' field, and a 'Confirm Password' field, both containing masked characters. Below these fields is a reCAPTCHA widget with the text 'I'm not a robot' and a blue circular icon. At the bottom of the form are two buttons: 'CANCEL' and 'CREATE ACCOUNT'. A blue circle with the number '9' is positioned over the 'CREATE ACCOUNT' button. The footer of the page features the 'Trak' logo and the text 'A VANCO COMPANY' on the left, and 'FAQ | Hemlock Public Scho' on the right.

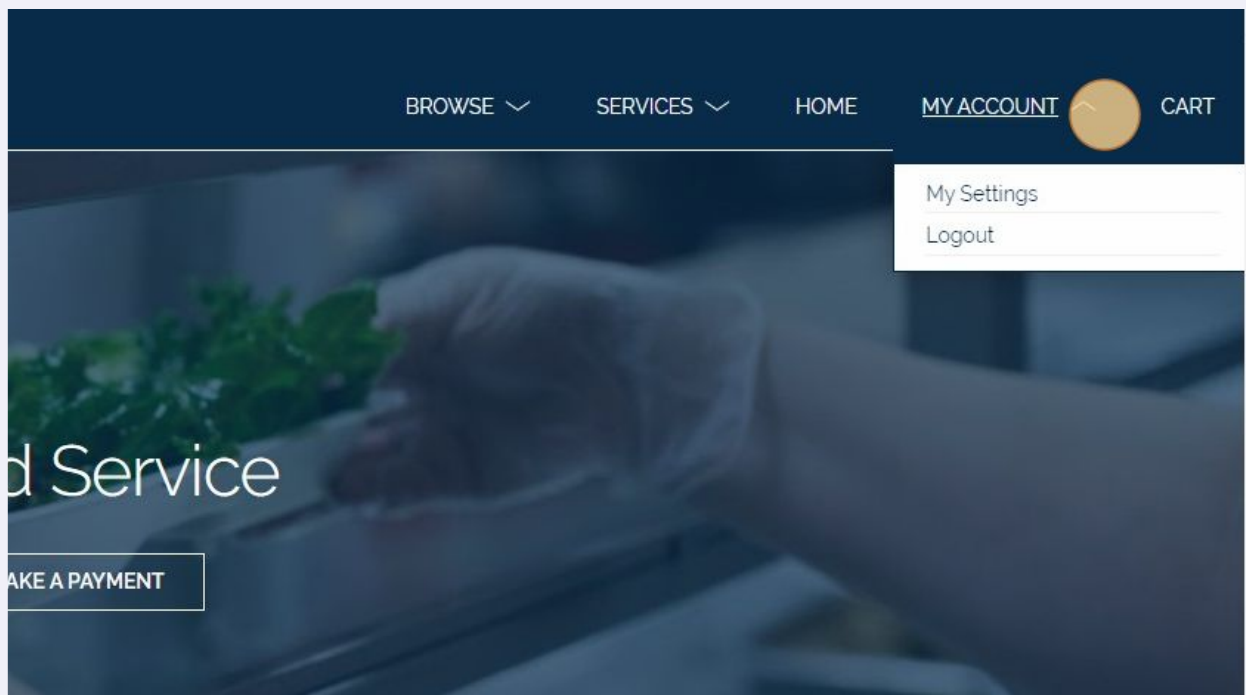
10 Click "CREATE ACCOUNT"

This screenshot shows the same account creation form as in step 9. The 'CREATE ACCOUNT' button is now highlighted with a blue circle containing the number '10'. The reCAPTCHA widget shows a green checkmark, indicating that the user is not a robot. The footer of the page features the 'Trak' logo and the text 'A VANCO COMPANY' on the left, and 'FAQ | Hemlock Public Scho' on the right.

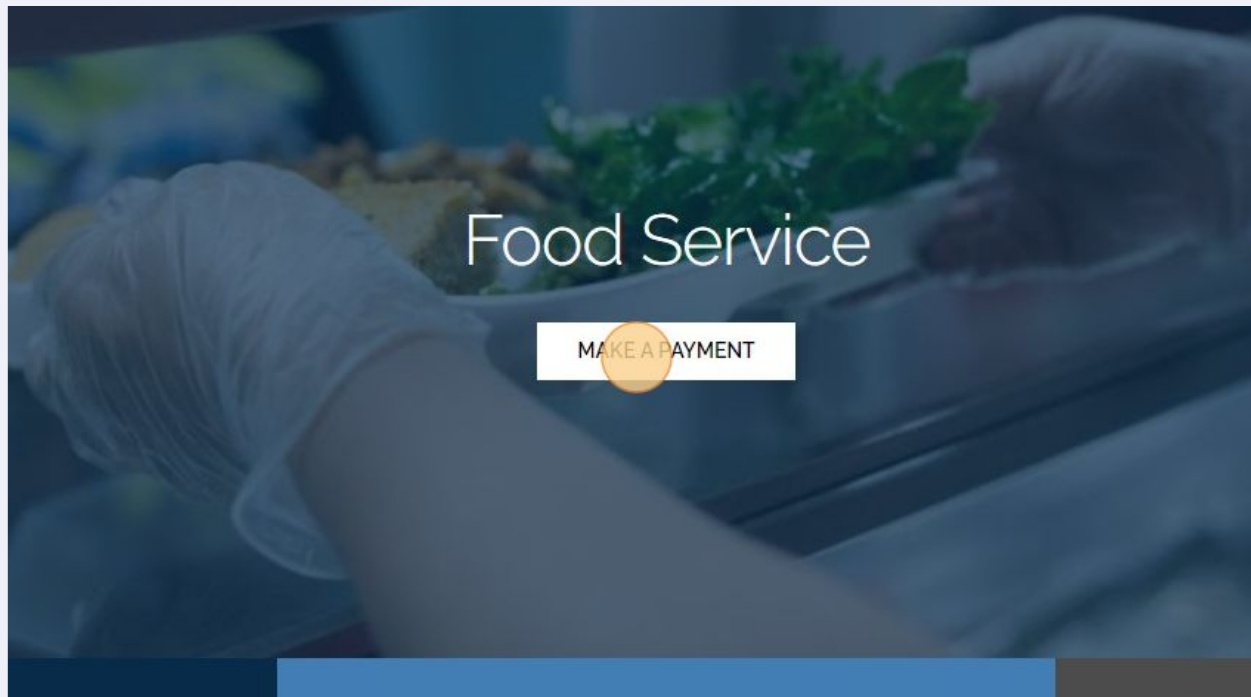
11 Click "CONFIRM EMAIL"



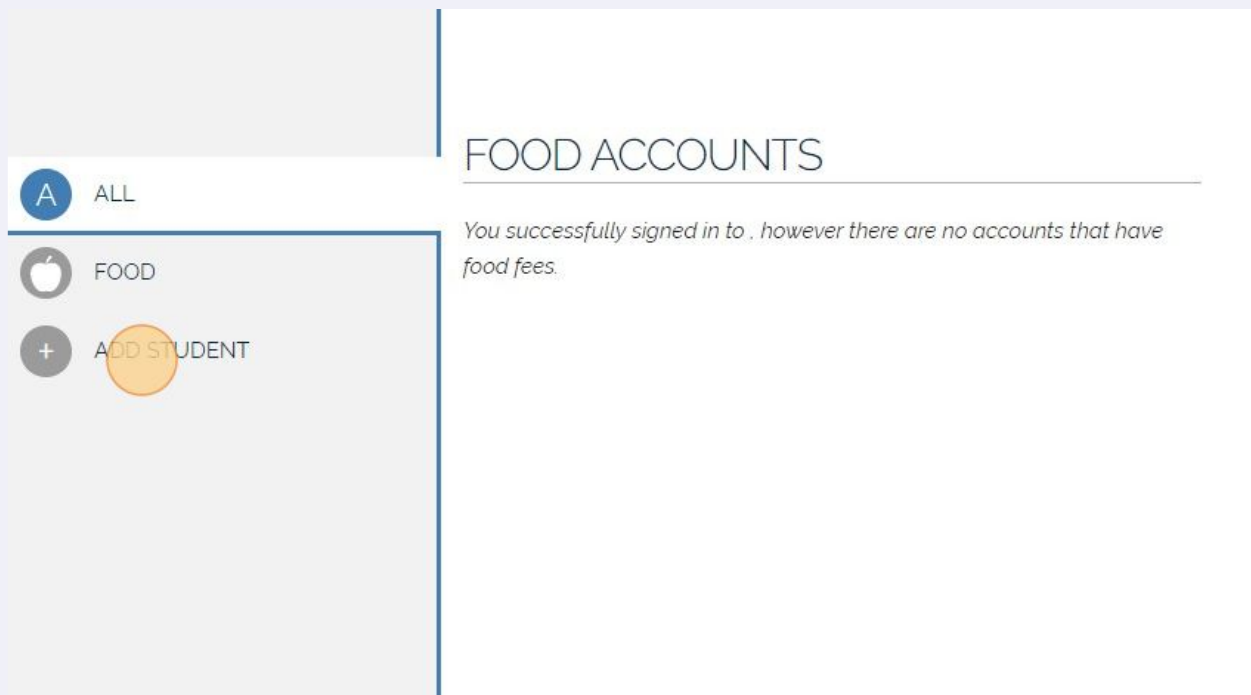
12 Click "MY ACCOUNT - CLICK HERE"



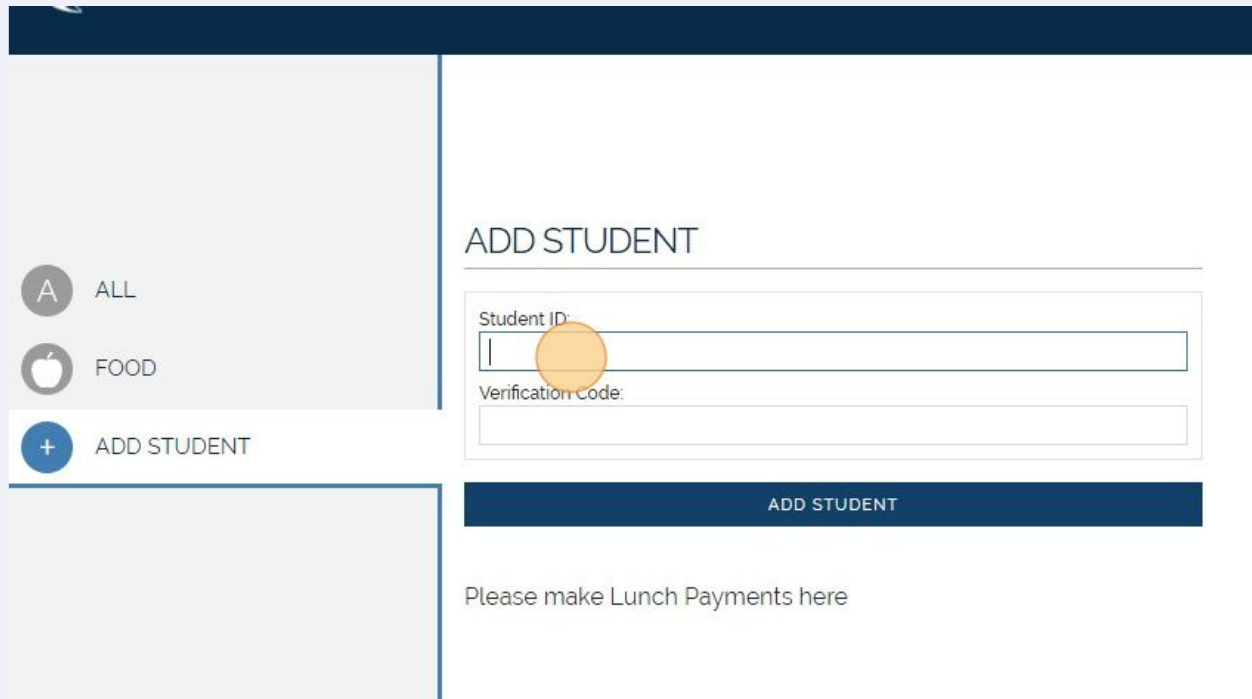
13 Click "MAKE A PAYMENT"



14 Click "ADD STUDENT"



**15** Click the "Student ID:" field.



The screenshot shows a web interface for adding a student. On the left is a sidebar with three buttons: 'ALL' (with an 'A' icon), 'FOOD' (with an apple icon), and 'ADD STUDENT' (with a plus icon). The 'ADD STUDENT' button is highlighted. The main content area is titled 'ADD STUDENT' and contains a form with two input fields: 'Student ID:' and 'Verification Code:'. The 'Student ID:' field is highlighted with an orange circle. Below the form is a dark blue button labeled 'ADD STUDENT'. At the bottom of the main area, there is a text prompt: 'Please make Lunch Payments here'.

**16** Type "963852 [[tab]] 553426"



**17** Click this button.

TUDENT

### ADD STUDENT

Student ID:  
963852

Verification Code:  
553426

ADD STUDENT

Please make Lunch Payments here