

## **How to Create an account in RevTrak-**

1. Visit our district Web Store at [paxtonschools.revtrak.net](http://paxtonschools.revtrak.net)
2. Click on LOGIN. In the next window that pops up, click on CREATE NEW ACCOUNT
3. Enter your First Name, Last Name, Address, City, State, Zip, Phone, email (which will be used for your username), and a password. Click CREATE ACCOUNT.
4. You will be taken back to the main screen. When you see Food Service Payments, click on the "Click Here" icon.
5. On the next screen you will enter the Username and Password associated with your Parent Access Account in PowerSchool. If you haven't created a Parent Access Account, you won't be able to use RevTrak.
6. The student(s) associated with the Parent Access Account should be listed. Enter the amount you wish to pay on each student, then click on ADD SELECTED TO CART.
7. Confirm your payment choices and click CHECKOUT
8. Fill in information for your choice of payment: DEBIT/CREDIT or USE ECHECK. Once completed, click CONTINUE
9. Verify information for accuracy and select PLACE ORDER to complete
10. The next screen allows you to PRINT RECEIPT, if desired.