

# Central 104 School District

## Parent Portal Payment Guide



Visit the Central 104 Web Store to make payments ONLINE!

<https://Central104.RevTrak.net>

### Login to Existing RevTrak Account

The screenshot shows a user's RevTrak account dashboard. On the left, there is an 'ACCOUNT' section with a user profile icon, address (123 Main Street, Bloomington, MN 55420), email (janedoe@noemail.com), and a 'LOGOUT' button. Below this is a 'PARENT PORTAL' button with a red arrow pointing to it. On the right, there is an 'ORDER HISTORY' section with a dollar sign icon and a table of orders. Below the account section is a 'PAYMENT' button.

| DATE        | ORDER ID  | ORDER DESCRIPTION                                                                                                                   | AMOUNT   |
|-------------|-----------|-------------------------------------------------------------------------------------------------------------------------------------|----------|
| MAY 18 2018 | #13934004 | Grades K-5 Flyers' Club Summer Camps - Doe, Jimmy                                                                                   | \$50.00  |
| MAY 14 2018 | #13934003 | Beginner - Learn to Swim Level 1 & 2 - Doe, Jimmy<br>Yoga & Pilates - Doe, Jane<br>Spanish - Doe, Jane<br><a href="#">View more</a> | \$320.00 |
| MAY 08 2018 | #13934002 | Weekly Child Care - Doe, Jimmy                                                                                                      | \$39.00  |

- ◆ **Login** using your Email Address and Password
- ◆ Select **My Account** from the top navigation bar.
- ◆ Select the **Parent Portal**.

### Parent Portal

The screenshot shows a table titled 'Registrations with Balance'. The table has columns for Student, Class, Balance Due, and Card On File. A red arrow points to the shopping cart icon in the 'Card On File' column of the first row.

| Student   | Class                                       | Balance Due | Card On File    |
|-----------|---------------------------------------------|-------------|-----------------|
| Jimmy Doe | Pick-a-Day Child Care                       | \$66.00     | Visa 1111 01/22 |
| Jimmy Doe | Flat Fee Child Care                         | \$100.00    | Visa 1111 01/22 |
| John Doe  | Flat Fee Child Care                         | \$0.00      | Visa 1111 01/22 |
| Jimmy Doe | Pick-a-Day Child Care                       | \$237.00    | Visa 1111 01/22 |
| Jimmy Doe | Weekly Child Care 2017/18 Weekly Child Care | \$14.00     | Visa 1111 01/22 |

- ◆ Select the ( ) icon to add the balance to your **Shopping Cart**.
- ◆ Select payment option.
- ◆ Once you are ready to process the payment select **Checkout**.
- ◆ Verify your billing address and payment information.
- ◆ When you hit **Complete Order**, your payment will be processed and a **Receipt** will appear.

The screenshot shows a payment modal window with the following text and buttons:

Your balance due for Child Care is \$66.00.

Pay Total Due Amount \$66.00

Pay Other Amount