

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 Yoga & Pilates - Doe, Jane Spanish - Doe, Jane View more	\$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 content:

Your balance due for Child Care is \$66.00.

Pay Total Due Amount \$66.00

Pay Other Amount