

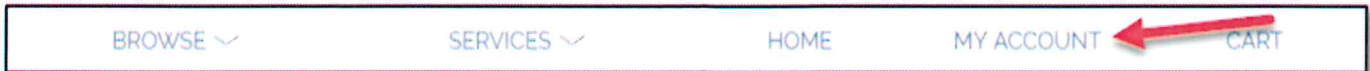
# Central School District 104

## Pulling Tax Statements in the Parent Portal

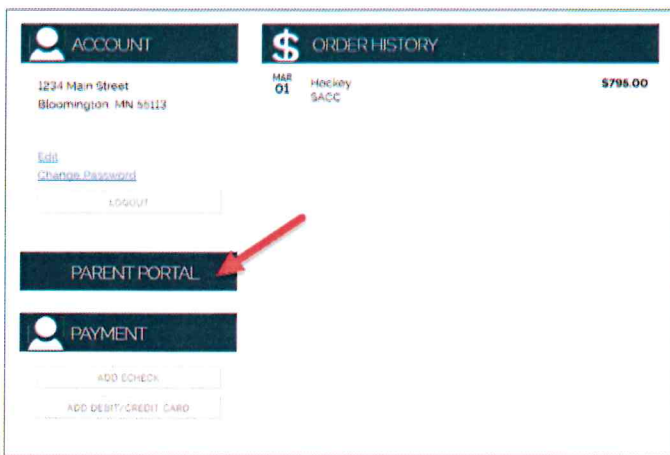


Access your current or previous year's tax statements  
by visiting: <https://Central104.RevTrak.net>

### Login to Existing RevTrak Account



### Select Parent Portal



- ◆ Using your Revtrak account **Email Address** and **Password**, login to your RevTrak account.
- ◆ Select **"My Account"** from the top navigation bar on your screen.
- ◆ Within the "My Account" page, select the **"Parent Portal"** button that should appear just between the "Account" and "Payment" sections of your account.

- ◆ Select **HISTORY** from the left-hand menu to access all past invoices and tax statements available within your account.



### Select the Desired Year's Tax Statement

- ◆ Click on the link for the tax statement you wish to view/print. For your convenience, this statement can be accessed at any time. This statement will list all payments for the members of your account in one statement.

Invoice History				Reports
Name	Invoice	Date	Amount	
<a href="#">Sarah Bennett</a>	135322-7455379	05/15/2017	\$100.00	<ul style="list-style-type: none"><li>• <a href="#">2017 Tax Statement</a></li><li>• <a href="#">2016 Tax Statement</a></li><li>• <a href="#">2015 Tax Statement</a></li><li>• <a href="#">2014 Tax Statement</a></li><li>• <a href="#">2013 Tax Statement</a></li><li>• <a href="#">2012 Tax Statement</a></li></ul>
<a href="#">Billy Bennett</a>	135322-7455352	05/15/2017	\$0.00	
<a href="#">Sarah Bennett</a>	138917-7523863	06/15/2017	\$14.00	
<a href="#">Billy Bennett</a>	138917-7667590	06/15/2017	\$10.00	