



ONLINE PAYMENT INSTRUCTIONS

The Kearney R-1 School District provides parents an **easy** way to make payments for their students. We have established a secure Web Store, powered by RevTrak at no cost to the School District. Our **Web Store** offers parents a **convenient** payment option when adding money to their student's food service account. Online payments can be made using a VISA, MasterCard or Discover credit or debit card. A 3.61% processing fee will be added to your total purchase.


How to Make Online Payments?

1. Visit our district Web Store at <https://www.kearney.revtrak.net>
2. Click on **Food Service Payments**
3. Enter your **PowerSchool Portal Single Sign On User Name** and **Password** to access your student's account and click Continue...

Please Enter Your Portal Access Credentials Below:

User Name:

Password:

Continue... 

4. For food service, **Enter the amount** to add to your student's **food service account**

Food Services		
Student	Current Balance	Add Funds
Student's Name	\$ 0	<input type="text" value="25.00"/>

5. **Confirm** your **payment choices** and click **Go to Checkout**

Items:	Price	* Qty	Total
Food Service For:	\$25.00	1	\$25.00
Technology - Tech fee 2013-14 For:	\$25.00	1	\$25.00
Textbook Rental - Textbook rental fee re For:	\$30.00	1	\$30.00
Total:			\$80.00
<input type="button" value="Empty (E)"/> <input type="button" value="Go to Checkout"/>			

6. If a **new customer**, select **I am a new customer**
 - a. Enter your **email address**
 - b. Click **Sign in using our secure server**

Enter your email address:

- I am a new customer
(You'll create a password later)
- I am a returning customer
and my password is

Sign in using our secure server >

7. If a returning customer, select **I am a returning customer**
 - a. Enter your **email address** and **password**
 - b. Click **Sign in using our secure server**

Enter your email address:

- I am a new customer
(You'll create a password later)
- I am a returning customer
and my password is

Sign in using our secure server >

8. Enter your **billing information** and create a password (if required), click **Continue**

< RETURN TO CART

BILLING INFO:

* First Name: * Last Name:

* Address 1: Address 2:

* City: * State: * Country:

* Zip Code: * Telephone:

ACCOUNT INFO: ?

* Email Address: * Password: [See Hints](#)

[Purchaser's email address appears here] * Please re-enter password:

Continue >

*Required field

9. Enter your **payment information** and click on **Verify My Info**
10. Verify information for accuracy and select **Complete Order**

Customer Info

[Purchaser's Name]
[Address]
[City / State / Zip]

Credit Card Payment Info

Credit Card Number: XXXXXXXXXXXX1111	Name On Card: [Card Holder's Name]	Expires: 10/15	Card Type: Visa
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Nickname for Account:

Cancel > **Complete Order** >

11. A **receipt** will be emailed to you. Please check your spam filter if you do not receive it.

Need Help?

Forgotten Web Store Password? Click Password Reminder under Services, enter your email address and click arrow. Your password will be emailed to you shortly.

Forgotten PowerSchool Parent Portal Password or no PowerSchool Parent Portal Access? Create a Parent Account through PowerSchool. www.kearney.k12.mo.us/Powerschool-Single-Sign-On-Information.asp

