



## 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
			<b>Total: \$80.00</b>
<b>Empty</b> 			<b>Go to Checkout</b> 



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:

[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](http://www.kearney.k12.mo.us/Powerschool-Single-Sign-On-Information.asp)

