

## Uinta County School District #4

Mountain View, Wy 82939

307-782-3377

*"Where the Buffalo Roam"*



## Creating an Account with RevTrak

The Uinta County School District #4 now provides parents an **easy** way to make online food service payments for their students. We have established a secure Web Store, powered by RevTrak. 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. Please Note: A service fee of 3.61% will be applied at checkout. You must have previously created a Parent Access Account in PowerSchool to use the RevTrak services. [If you need help in creating a Parent Access Account, please contact Jolene Schnackenberg at 307-782-3377 ext. 7218.]

### How to Create an account in RevTrak?

1. **Visit** our district Web Store at **uinta4.revtrak.net**
2. Click on **LOGIN**. In the next window that pops up, click on **CREATE NEW ACCOUNT**
3. Enter your First Name, Last Name, Address, City, State, Zip, Phone, email (which will be used for your username), and a password. Click **CREATE ACCOUNT**.
4. You will be taken back to the main screen. When you see Food Service Payments, click on the **"Click Here"** icon.
5. On the next screen you will enter the **Username** and **Password** associated with your Parent Access Account in PowerSchool. If you haven't created a Parent Access Account, you won't be able to use RevTrak.
6. The student(s) associated with the Parent Access Account should be listed. **Enter the amount** you wish to pay on each student, then click on **ADD SELECTED TO CART**.
7. Confirm your payment choices and click **CHECKOUT**
8. Fill in information for your choice of payment: **DEBIT/CREDIT** or **USE ECHECK**. Once completed, click **CONTINUE**
9. Verify information for accuracy and select **PLACE ORDER** to complete
10. The next screen allows you to **PRINT RECEIPT**, if desired.

### 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 Parent Portal Password or no Parent Portal Access?** *Contact Jolene Schnackenberg, 307-782-3377 x 7218*

