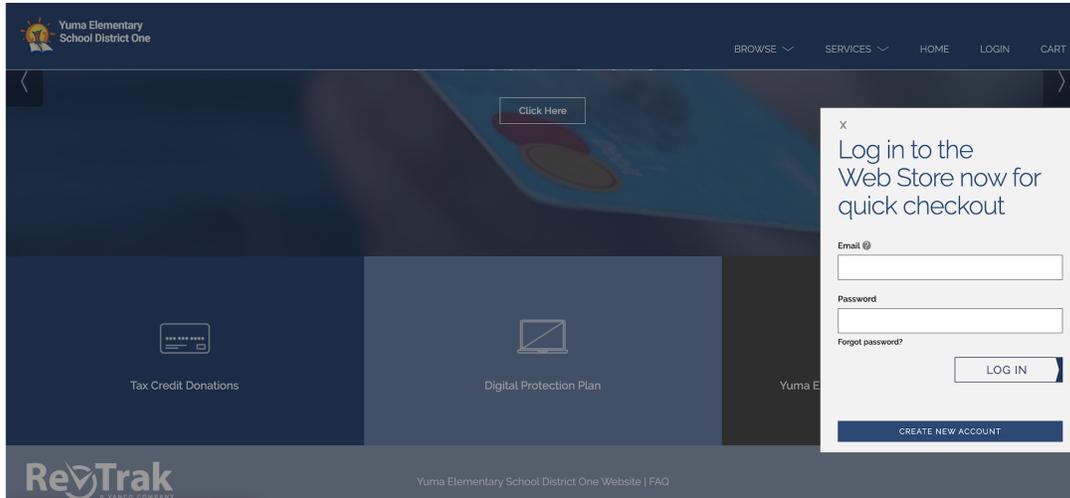


User Guide for the Online Payment Portal

To make a payment online for your child’s fees, please visit the online payment portal at <https://yuma.revtrak.net/>

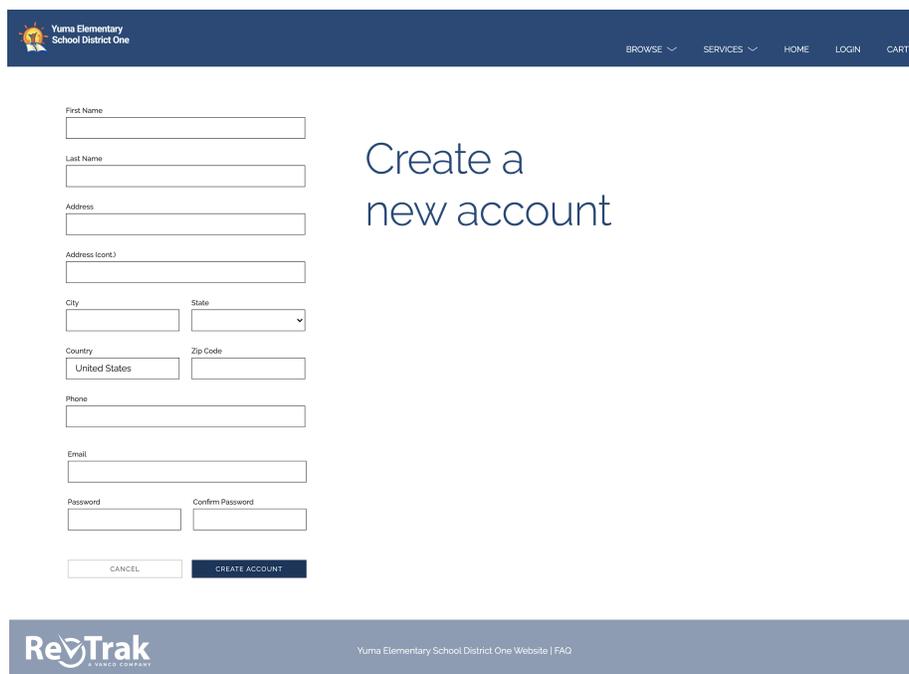
Step 1:

If you have previously created an account, you may login here. For new users, select “Create New Account”



Step 2:

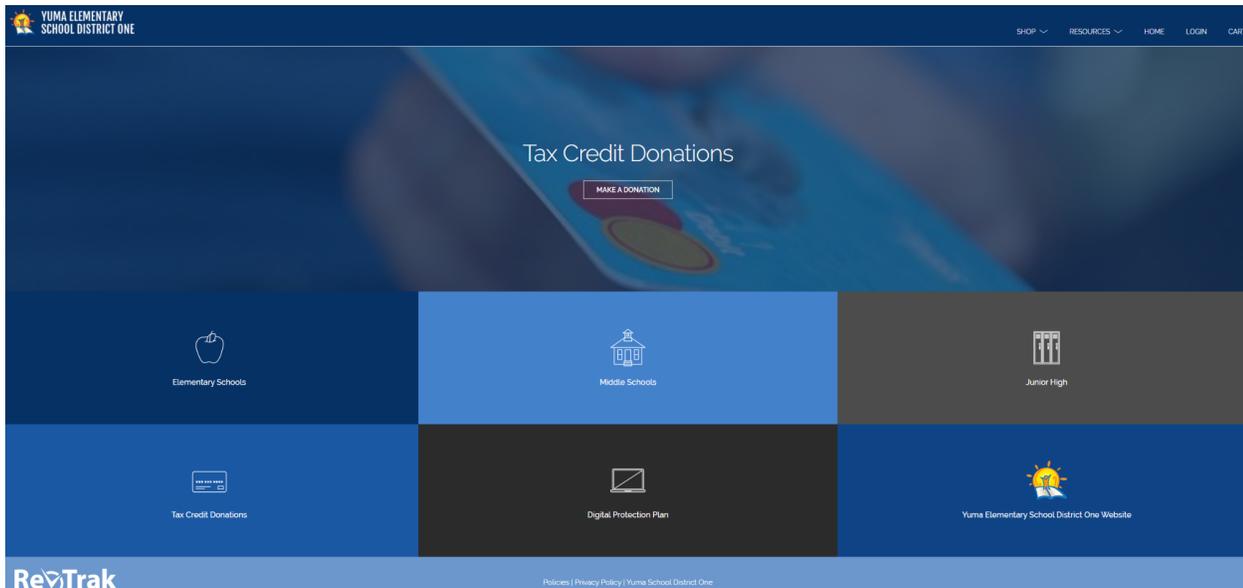
To create a new account, enter the parent or guardian’s information in the provided fields and select “Create Account”



The screenshot shows the 'Create a new account' form on the RevTrak website. The form is located on the left side of the page, and the text 'Create a new account' is displayed on the right. The form includes the following fields: First Name, Last Name, Address, Address (cont.), City, State (dropdown), Country (dropdown), Zip Code, Phone, Email, Password, and Confirm Password. At the bottom of the form, there are two buttons: 'CANCEL' and 'CREATE ACCOUNT'. The RevTrak logo is visible at the bottom left, and the text 'Yuma Elementary School District One Website | FAQ' is at the bottom right.

Step 3:

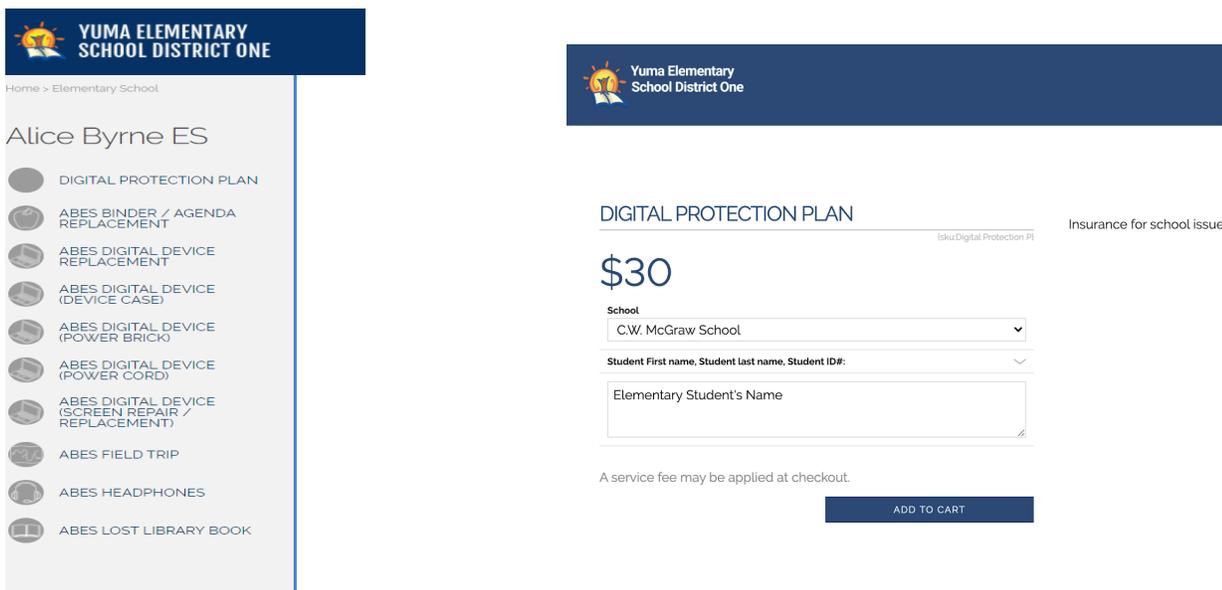
Your account will now be created and you will be redirected to the homescreen. From this screen, select “Elementary Schools or Middle Schools” and select your child's school.



Step 4:

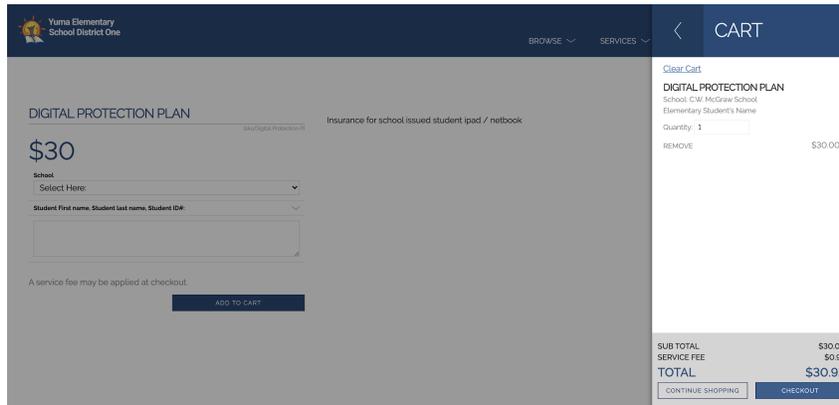
Using the menu on the left-hand side, select your fee and enter your child’s full name in the box provided. Then click “Add to Cart.”

If you have more than one student at a District One school, you will have an opportunity to repeat this step for all children.



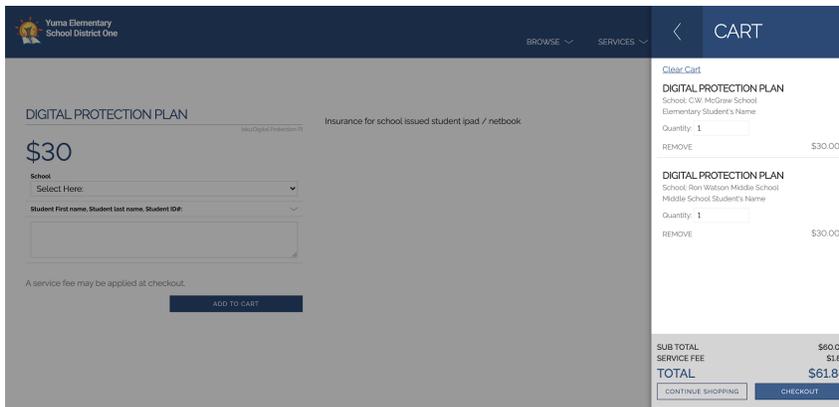
Step 5:

A preview of your cart will appear on the right of your screen. If you need to add additional students, you may do so by selecting “Continue Shopping,” and then repeating step 4.



Step 6:

When your cart is complete, select “checkout.”



Step 7:

You will be provided with the option to pay by e-check using your bank account information, or you may pay with a card. Enter your payment information to complete this process.

ECHECK

Add an eCheck for a *quicker* checkout experience

Routing Number*

Account Number* Verify Account Number*

Name on Account* Nickname

FOR

1 2 2 1 0 5 2 7 7 1 6 7 2 4 3 0 1 0 6 6 8 2 4 0 0 1

Routing Number Account Number Check Number

OR

ADD CARD

Card Number* Expiration*

 MM / YY

Name on Card* Nickname