

# West Platte School District

## Parent Portal Payment Guide



Visit the West Platte SD Web Store to make payments ONLINE!

<https://wpsd.RevTrak.net>


### Login to Existing RevTrak Account

The screenshot shows a user's RevTrak account page. On the left, under 'ACCOUNT', there is a profile icon, address (1806 Valencia Ct, Sanford, FL 32771), email (annd@aol.com), and links for 'Edit' and 'Change Password'. A 'LOGOUT' button is at the bottom of this section. On the right, under 'ORDER HISTORY', there are two entries for 'AM Beyond the Bell Monthly - Maple Grove - Doe, Ann' with order numbers #10163003 and #10163002, both dated OCT 11 2017 and valued at \$0.00. At the bottom of the page, a dark button labeled 'PARENT PORTAL' is highlighted with a grey arrow pointing to it from the right.

- ◆ **Login** using your Email Address and Password
- ◆ Select **My Account** from the top navigation bar.
- ◆ Select the **Parent Portal**.

### Parent Portal

The screenshot shows the 'Registrations with Balance' section of the Parent Portal. It features a table with two columns: 'Student Class' and 'Balance Due'. The first row shows 'Ann Doe' for '17/18 BtB After School - MG AM Beyond the Bell Monthly - Maple Grove' with a balance due of '\$100.00'. The second row shows 'Ann Doe' for '17/18 AM BtB Before School - MG AM Beyond the Bell Monthly - Maple Grove' with a balance due of '\$120.00'. Small shopping cart icons are next to the balance amounts, and grey arrows point to them from the right.

- ◆ Select the (  ) icon to add the balance to your **Shopping Cart**.
- ◆ Select payment option.
- ◆ Once you are ready to process the payment select **Checkout**.
- ◆ Verify your billing address and payment information.
- ◆ When you hit **Complete Order**, your payment will be processed and a **Receipt** will appear.

The screenshot shows a payment confirmation screen. It displays the text: 'Your balance due for 17/18 AM BtB Before School - MG - AM Beyond the Bell Monthly - Maple Grove is \$120.00.' Below this, there are two payment options: 'Pay Total Due Amount \$120.00' with a 'Pay Total Due' button, and 'Pay Other Amount' with an empty input field and a 'Pay Other' button.