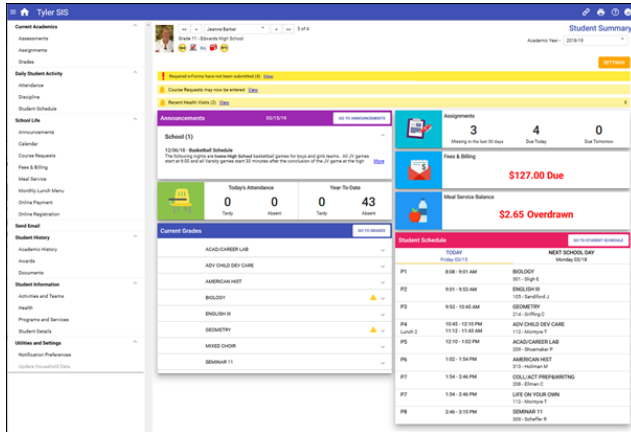


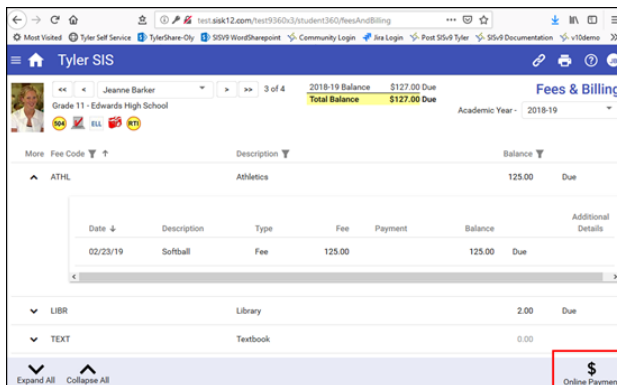
Online Payments for Fines/Fees through parent portal using RevTrak



After you log into your parent portal. The Fees & Billing screen displays fee transactions including posted fees, payments, and waivers. At the top of the screen, any current and/or prior year balance shows as the current **Total Balance**.

All columns on this screen are sortable; click a column heading and the grid rows are sorted by that item. In the example above, the Fee Code column has an arrow signifying that this is how the list is currently sorted; click that header to do a secondary sort (A-Z vs Z-A).

Click the **arrow** icon in the More column to see individual fee and payment transactions.



Click **Online Payment** in the bottom toolbar to make a payment using your credit/debit card or bank account.

The Online Payment screen shows all students associated with the adult logged in and accounts for Meals or other fees/fines (e.g., registration, library fines, field trips, dual credit, etc.). By default, the **Account / New Deposits** screen appears. Click the **Transaction History** tab to see the current year's withdrawals/payments.

Use **Account/New Deposits** to monitor and deposit money for each of your students. The student's school, name, account type, and balance display on each line. Accounts for which money is owed are highlighted in yellow. The display may be by **All Accounts, Fees & Billing Accounts, or Meal Accounts**.

On the right, enter an amount to pay toward student(s) accounts. If needed, payment plans can be made by entering partial payments amounts and paid monthly. Once you have entered all of the amounts to be paid, click **Proceed to Verification** on the ToolBar.

A confirmation screen is displayed.

Online Payment Verification				
Site	Student Name	Account	Account Balance	Deposit Amount
ZZNE	Barker, Max Paul	Meal Account	0.80 Overdrawn	5.00
ZZHS	Barker, Jeanne Marie	Meal Account	2.65 Overdrawn	5.00
ZZHS	Barker, Michelle Kay	Meal Account	5.60 Overdrawn	10.60
Total due for Academic Year 2018-19			261.75	
			Total Deposit	20.60
A sliding scale charge is assessed to cover processing costs.			Service Charge	1.00
			Transaction Total	21.60
<p>You have chosen to deposit a total of 20.60 dollars plus service charges of 1.00 dollars for a transaction total of 21.60 dollars.</p> <p>If you want to proceed to a screen provided by RevTrak to submit your eCheck or credit card information and complete this transaction select Proceed to RevTrak. If not, select Go Back to Previous Screen.</p>				
Go Back to Previous Screen		Proceed to RevTrak		

Transaction History shows all online payment transactions for the school year for all students associated with the adult logged in. The invoice number, date/time, parent name, deposit totals, and status appear in the grid. All columns on this screen are sortable; click a column heading and the grid rows are sorted by that item. In the example that follows, the Date/Time column has an arrow signifying that this is how the list is currently sorted. Click that column again to sort the most recent first/last. Click the **arrow** icon in the More column to see which specific student accounts were included in the transaction.

Tyler SIS																												
							Online Payment																					
							Academic Year - 2018-19																					
ACCOUNT / NEW DEPOSITS				TRANSACTION HISTORY																								
More	Invoice #	Date/Time	Parent Name	User	Deposit	Service Charge	Transaction Total	Status																				
▲	469	04/07/20 3:26 PM	Barker, Joe R		80.00	0.00	80.00	Initiated																				
<table border="1"> <thead> <tr> <th>Site</th> <th>Student Name</th> <th>Account Description</th> <th>Deposit Amount</th> </tr> </thead> <tbody> <tr> <td>ZZMS</td> <td>Barker, Debbie Elene</td> <td>Meal Account</td> <td>20.00</td> </tr> <tr> <td>ZZHS</td> <td>Barker, Jeanne Marie</td> <td>Meal Account</td> <td>20.00</td> </tr> <tr> <td>ZZNE</td> <td>Barker, Max Paul</td> <td>Meal Account</td> <td>20.00</td> </tr> <tr> <td>ZZHS</td> <td>Barker, Michelle Kay</td> <td>Meal Account</td> <td>20.00</td> </tr> </tbody> </table>									Site	Student Name	Account Description	Deposit Amount	ZZMS	Barker, Debbie Elene	Meal Account	20.00	ZZHS	Barker, Jeanne Marie	Meal Account	20.00	ZZNE	Barker, Max Paul	Meal Account	20.00	ZZHS	Barker, Michelle Kay	Meal Account	20.00
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Expand All		Collapse All																										

Depending on the payment method and other circumstances, the **Status** column shows one of four statuses.

§ **Initiated** – A payment has been started but has not yet been completed. This could be that an Echeck has not completed or that you stopped after clicking Proceed to [RevTrak](#). Echecks take up to five business days to clear.

§ **Completed** – The payment has successfully completed, and the student accounts have been credited.

§ **Denied** – The payment was denied by [RevTrak](#). You should have received a confirmation from [RevTrak](#) explaining the reason.

§ **Reversed** – The payment has been returned or refunded.