

Web Store Auto-Replenish



The **RevTrak® Web Store** only offers **auto-replenish (recurring payments)** for **food service**. The feature is optional and can be enabled or disabled at any time by the Web Store account holder, while offered by the district. Auto-replenish settings can be defined per student, if multiple students are associated with the Web Store account. When a student's account balance falls below a preset balance, Auto-Replenish will automatically deposit the specified amount and charge the payment method on file. The settings and payment method can be updated at the Web Store account holder's discretion.

Log into the Web Store

Log in

Email

Password

[Forgot password?](#)

- ▶ Visit the **RevTrak®** Web Store.
- ▶ **Log in or create an account before shopping to expedite your checkout experience.** Your account tracks all orders associated with your email. You may click outside the login prompt to start shopping, but you must log in or create an account prior to payment.

New Customer: Click **Create New Account**. Complete the new account form. The email provided will be used to log in for subsequent visits and will receive order confirmations.

Existing Customer: Provide the email address and password established when you created the account. Click **Log In**.

Set up Food Service Auto-Replenish

FOOD ACCOUNTS

Candy Rulliscr	Balance \$78.35
<input type="button" value="MAKE ONE-TIME PAYMENT"/>	<input type="button" value="SET UP AUTO REPLENISH"/>
Stefania Rulliscr	Balance \$75.90
<input type="button" value="MAKE ONE-TIME PAYMENT"/>	<input type="button" value="SET UP AUTO REPLENISH"/>

Stefania Rulliscr

AUTO-REPLENISH Enabled

When my balance falls below I would like to add

Payment Method [Change](#)

VISA eCheck

A service fee of 0% will be applied to payments

I agree to recurring payments terms

Repeat the steps below for each student account. Auto-replenish settings can be managed at the payment item or in My Account, under the *Linked Accounts* section (student accounts associated with the Web Store account will be listed).

- ▶ Navigate to **Food Service**.
- ▶ Locate the student's name.
- ▶ Under the student name, click **Set Up Auto-Replenish**.
- ▶ One-time payment is available at any time.
- ▶ Toggle the slider next to *Disabled* to **enable Auto-Replenish**. To disable, toggle the slider (now identified as *Enabled*).
- ▶ Adjust the **threshold** (*When my balance falls below*) and **deposit amount** (*I would like to add*). The Web Store defaults to an amount specified by the district.
- ▶ Change or add a **payment method**.
- ▶ Indicate agreement to the recurring payment terms.
- ▶ Click **Save**.

Web Store Auto-Replenish



Important Details

Processing Schedule

Auto-replenish will process after 7:00 p.m. CT when the food service account balance falls below threshold.

Transactions

A transaction will be processed when the student's food service account balance falls below the predetermined threshold ("When my balance falls below"). A transaction will process through the payer's account (customer) once per student, per day. If a payment was made the previous day after 7:00 p.m. CT, auto-replenish will not execute a transaction against the transaction. If multiple students are linked to the same customer account and the food service balance falls below the respective thresholds, auto-replenish will process the payments in a single transaction. If two or more customers are linked to a single student's food service account and both have auto-replenish enabled for that student, both customers will be charged for auto-replenish on that student's food service account, based on the customers' respective thresholds.

Failed Transactions

If an auto-replenish transaction fails to process, the account is disabled for future transactions. The customer is notified of the failed transaction by email and informed that the account settings must be updated. The email will include a link to the **RevTrak®** Web Store account with instructions on updating the payment method. The payment method must be updated before re-establishing auto-replenish.

Skyward Family Access Food & Fee Payments



Log In or Create an Account

Log in to the
Web Store

Email

Password

[Forgot password?](#)

SKYWARD

Login ID

Password

- ▶ Visit the **RevTrak®** Web Store.

Log in or create an account before shopping to expedite your checkout experience. If you do not have a Web Store account, click *Create New Account*. Your account tracks all orders associated with your email.

You may click outside the login prompt to start shopping, but you must log in or create an account prior to payment.

- ▶ Click **Food & Fees** (under *Shop*) or **Family Access** (home slide).
- ▶ Click **Payment Portal**.
- ▶ Provide your **Skyward login ID** and **password**.

If “Remember Me” is offered: Your Skyward credentials are only required the first time you visit the Web Store for Family Access payments. Your credentials will be saved to your Web Store account for subsequent visits.

- ▶ Click **Log In**.

Food Service Deposit

FOOD ACCOUNTS

Candy Rulliscr Balance \$75.35

Stefania Rulliscr Balance \$74.90

BELOW: One-time payment popup. Accepts custom amounts or quick-pay.

One-Time Payment

Pay to: \$52.40

- ▶ To pay for food, click **Food**. There is an option for *One-Time Payment* or, if available, an option to *Set up Auto-Replenish*.

One-Time Payment: In the popup, enter a custom deposit or select a quick-pay option. Click **Add to Cart**.

(if available) Set up Auto-Replenish: Toggle the slider to the right to enable the feature. The system parameter defaults can be adjusted to preference. Provide a payment method and agree to the terms. Each student's auto-replenish setup is managed separately. *Additional feature information is available once logged into the Skyward payment portal.*

- ▶ Review your cart.

Once custom payments are added in the cart, the amount cannot be adjusted. To adjust the payment, remove the item from the cart, update the amount, and re-add.

- ▶ Click **Checkout** to proceed to payment.

Skyward Family Access Food & Fee Payments



Fee Payment

Stefania Rulliscr

▶AMOUNT

AHS BASKETBALL

\$50.00

ADD TO CART

Activity (BSK)

BELOW: Partial payment popup. Only displays if this type of payment is an option for the selected fee.

Make A Payment

Amount due \$50.00

Stefania Rulliscr

AHS BASKETBALL

12.50

CANCEL

ADD TO CART

- ▶ To pay for student fees, click **Required Fees** or **Optional Fees**. Locate the student's name and, next to each applicable fee, click **Add to Cart**.

Fixed-price fees will immediately add to the cart. If the fee accepts partial payments, a payment popup window will display. Provide the payment amount and click **Add to Cart**.

- ▶ Review your cart.

Once partial payments are added to the cart, the amount cannot be adjusted. To adjust the payment, remove the item from the cart, update the payment, and re-add.

- ▶ Click **Checkout** to proceed to payment.

Review Items & View Receipt

Review & Submit

BILLING

EDIT

BILL TO
John Doe
123 Main Street
City, IL 60119

PAYMENT METHOD

EDIT

Visa
**** 1111

ITEMS

SKYWARD FOOD SERVICE \$25.00
Quantity 1
For: Candy Rulliscr (7724)

AHS BASKETBALL \$12.50
Quantity 1
For: Stefania Rulliscr (9329)

SUB TOTAL \$37.50
TOTAL \$37.50

PLACE ORDER

Verify all information before placing your order. To continue shopping, exit the cart by clicking "X" (top left).

- ▶ Add a payment method.

You may save this to your Web Store account. RevTrak adheres to the highest level of PCI certification to ensure your data's security.

- ▶ Verify your billing address. Click **Edit** next to *Billing* or *Payment Method* if an update is needed.

- ▶ Review your items.

- ▶ Click **Place Order**.

- ▶ Review the order confirmation page. You may print the receipt or save as a PDF.

All receipts are kept on record under your Web Store account. To ensure all purchases can be easily tracked, use the same login credentials for each Web Store order.

- ▶ To continue shopping, log into the Web Store.