

LeMars Community Schools

Where students excel in academics, athletics, fine arts and drama

ONLINE PAYMENTS

The Le Mars Community School District now provides parents an **easy** way to make food service and fee payments for their students. We have established a secure Web Store, powered by RevTrak. Online payments can be made using a Discover, VISA or MasterCard credit or debit card. **Note:** A 3.62% Service Fee will be added to your shopping cart at checkout.

You will need your **Web Store username** and **password** and your **PowerSchool Parent Portal Password**

Forgotten Web Store Password? Go to *Revtrak* and Click **Forgot password?**

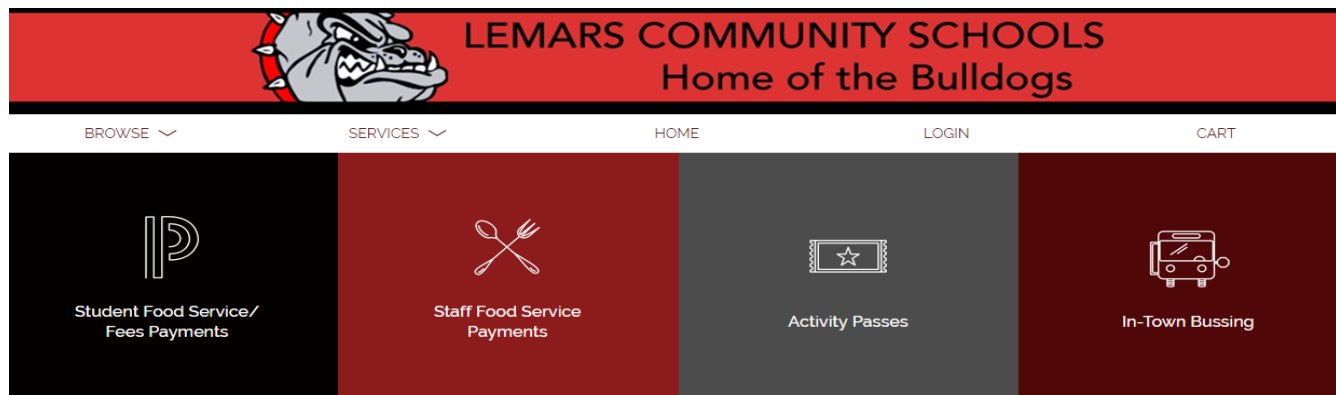
Your password will be emailed to you shortly.

Forgotten Parent Portal Password? Go to PowerSchool and click on **Forgot Username or Password?**

If you are a first-time parent portal user, follow the instructions on the backside of this document.

How to Make Online Payments:

1. **Visit** our district Web Store at **lemarscsd.revtrak.net**



2. Log into the Webstore
3. Click on **Student Food Service/Fees Payments** – It will ask you to sign into Powerschool
Upon login, you will see each student's name listed.
4. Choose the desired amount and add to cart.
5. Repeat this for each student.
6. Click on Home when finished.
7. Once you are at the homepage, you can purchase **Activity Passes and Bus Passes** by clicking on the corresponding block.
 - a. You will need to click on the Activity Passes and In-town Bussing for each child
8. **When you have finished, go to "cart".**
9. If you haven't logged into the webstore, you will have to do so now.
10. **If a new customer, select Create new account.**

- a. Enter required information
 - b. Click **Sign in**
11. **If a returning customer**, select **I am a returning customer**
 - a. Enter your **email address** and **password**
 - b. Click **Sign in**
 12. Enter your **billing information** and **create a password** (if required)
 13. Enter your **payment information**
 14. Verify information for accuracy and select **Place Order**
 15. You can print your receipt.
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PowerSchool Parent Portal Single Sign-On

***** YOU MUST COMPLETE THIS STEP BEFORE YOU CAN MAKE ONLINE PAYMENTS ON REVTRAK *****

1. Please follow these instructions for creating your Parent Access.
 - a. On the first screen - please click on **CREATE ACCOUNT** before typing anything.
 - b. On the second screen – create your new parent account by entering the information requested at the top of the screen and then to link your student to your new account do the following:
 - 1) Please type in your student’s name in the first column under student name
 - 2) Please type in your **parent access ID** in the second column under Access ID (available from your school office)
 - 3) Please type in your **parent access password** in the third column under Access Password (available from your school office)
 - 4) Please choose the correct relationship to your student from the pull down box in the fourth column
 - 5) Please click on ENTER at the bottom of the screen
2. If you have more than one student that you need access to their information, you will need to link each student to you with the parent access ID and parent access password that has been assigned to that student.

NOTE: Please type all parent access IDs and parent passwords just as written on the label.

If you have any questions, please feel free to contact your student’s school office.