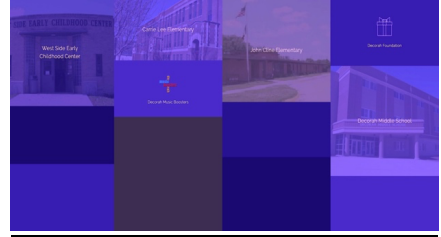


Rev Trak Payment Instructions

- Visit our school Web Store at: <https://decorah.revtrak.net>



- New Web Store customers, please click **Create New Account**. Enter your information and create password. Returning customers, please enter your email and password.

- Select **Log In**.

- Select a School

- Click on the fee **Food Service**.

A screenshot of the RevTrak Web Store login form. The form is titled "Log in to the Web Store now for quick checkout". It includes fields for "Email" and "Password", a "Forgot password?" link, and a "LOG IN" button. At the bottom of the form, there is a "CREATE NEW ACCOUNT" button.

- Enter the **Total Access Family ID** and **Password**. The Family ID and Password are listed on Family Low Balance Email Notifications from DCSD or email kristi.roffman@decorah.k12.ia.us for this information.

- Select One Time Payment and the purchase amount.

- Add to cart.

- Check Out.

- Review and submit your payment.

- Payment will be processed and a receipt will be sent to the email address provided.

There is a 3.49% fee on all online payments. This is a fee the credit card and online service providers charge, not Decorah Community School District