

# Fort Bend ISD Child Nutrition News



## Student Cafeteria Accounts Now Pay online!

The Fort Bend ISD Child Nutrition Department and RevTrak have partnered to bring parents the option of pre-paying for their students' meal accounts ONLINE!

This convenient service will allow a parent to place money on their student's account any time of the day or night. The student ID number is required for the transaction. There will be a small convenience fee each time a payment is made online.

*Step-by-step instructions are provided on the back of this flyer.*



## Why use the RevTrak Online Credit Card Payment system?

It's Quick, Easy, Secure and Convenient!

### Benefits for Parents or Guardians:

- May use Discover, Visa or Master Card to place money into an account
- Will have more Security and Convenience in monitoring their child's account
- Don't have to go in person or send the child to the Cafeteria to place money in an account
- Can track the account balance daily, weekly or monthly
- Can track when payments were made to the account
- Can print receipts for their transactions
- Can make payments any time day or night
- Can enter money on each child's account for a small convenience fee
- Can be worry free about sending cash or check with their child to school – no need!

- Can be worry free about encountering negative balances
- Can receive an optional email reminder for low balances under \$10

### Benefits for the Campus and Cafeteria:

- Online payments are loaded once each day into the accounts at approximately 10 p.m. nightly
- Teachers don't have to handle money for a child's account
- Less cash received at the register increases the speed of the meal service to our customers
- The Manager and Register Operators have less money to be handled daily
- The Manager spends less time daily entering money onto the child's account
- Provides more time for the Manager to monitor food preparation and service

**ON LINE PAYMENT FOR STUDENT MEAL SERVICE**

**Step 1** Type the web address <http://fortbendisd.revtrak.net> then click enter.

**Step 2** Click on the Meal Payment Icon to begin.



**Step 3** Next, click on the Meal Payment Icon on the left to start entering the payment to the student's account.



**Step 4** Enter the child's "Last Name" and "Student ID" then click the "Continue arrow". (Please do not include the beginning zero on the student ID).

Last Name:

Student ID:

Continue... >

**Step 5** Review the account balance prior to adding money to the account. Enter the "amount of money" to be added to the child's account, and then click on the **Buy Now +** button.

**Step 6** Verify the payment entered is correct or accurate.

If accurate, **Go to Checkout >**

OR

To add a payment to another child's account, click on **[Continue Shopping]** and **repeat steps 3 through 5**. This process can be repeated until the desired number of Student payments has been entered.

To complete the transactions entered, click on "**Go to Checkout >**"

**Step 7** Enter your email address, then click on  **I am a new customer** (You'll create a password later) OR  **I am a returning customer and my password is**

then, click on **Sign in using our secure server >**

**Step 8** **Enter Billing Information:** Enter the First Name, Last Name, Address 1, Address 2, City, State, Country, Zip Code and Telephone Number.

**Enter Account Information:** Confirm the Email Address and enter Password. Next Re-enter the Password, and then click on the **Continue >** arrow.

**Step 9** **Enter Payment Information:** Debit or Credit Card Number, Card holder Name and Expiration Date, then click **Verify My Info >** (Internet Explorer 7 or lower will not be able to use the drop down arrows in the expiration fields. Therefore, the computer keyboard arrow keys shall be used for this function.)

**Step 10** Verify all the information entered **Customer Info** and **Credit Card Payment**.

**Is the Info** accurate? If correct, click on "**Complete Order >**".

**Step 11** **Confirmation Page: The order was processed. A Confirmation Email will be sent to the email address provided.**

THANK YOU FOR YOUR ORDER! Please SAVE and/or PRINT this page for your records.

- Services
- [Web Store Home](#)
- [Payment FAQ](#)
- [Contact Us](#)
- [My Account](#)
- [Password Reminder](#)
- [Policies](#)
- [Privacy Policy](#)

**Step 12** **Forgot Password for returning Customers:** On the **home page** click on **→** Password Reminder. Please fill out the email address below and RevTrak will send the password to you in a few minutes.