

EAST ELEMENTARY SCHOOL

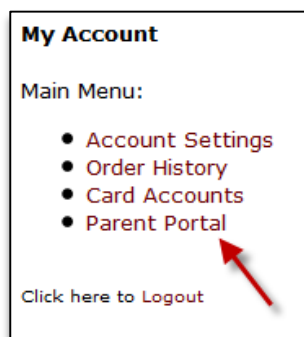


How to Authorize a Credit Card on File in the Parent Portal


1. Please visit the **East Elementary School** Web Store by clicking on the following link:
<https://eastelem.revtrak.net/>.
2. Select **My Account** located underneath **Services** on the left browsing menu.



3. On the following page, enter your account information to log in.
 - **NOTE:** You must use the **same email** at which you receive your invoices.
4. Once you have logged in, select **Parent Portal** from the **Main Menu** options.

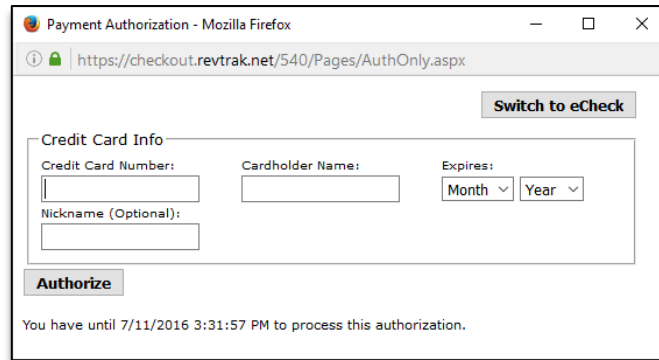


5. The **Financial Info** page will show all active registrations in your account with a **Balance Due**. To update the **Card On File**, select the **Card** icon (🗑️) next to the registration you wish to update.

Student	Class	Balance Due	Card On File
John Jacob	12SACC-ERE 2012/2013 SACC	\$1,373.00	Visa: 1111 xx/16 

6. Once you click the **Card** button, a **Payment Authorization** window will pop up.

- In this window, you can authorize a **Credit Card** that can be used for the selected class.



Payment Authorization - Mozilla Firefox
https://checkout.revtrak.net/540/Pages/AuthOnly.aspx

Switch to eCheck

Credit Card Info

Credit Card Number: Cardholder Name: Expires: Month Year

Nickname (Optional):

Authorize

You have until 7/11/2016 3:31:57 PM to process this authorization.

- Once you have entered in the required information, click the **Authorize** button.
7. If you have correctly entered the **Credit Card** information, you will receive a **Thank You message** confirming the authorization was successful.
- **NOTE:** By completing the authorization of a **Credit Card**, you have updated the payment method on file. You have **not** processed a payment.