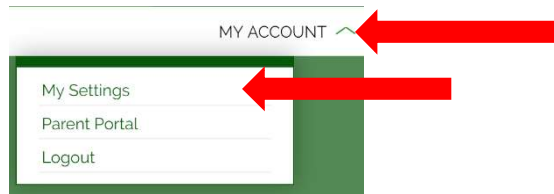


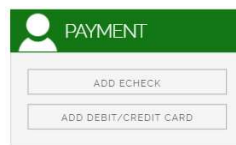
# Meadow Park Elementary School

## HOW TO AUTHORIZE DEBIT/CREDIT CARD

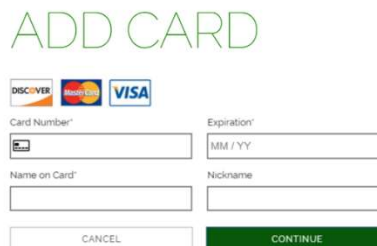
1. Log in to account at: <https://meadowparkelem.revtrak.net/>
2. Move mouse cursor over “My Account” (on top navigation bar), select “My Settings” from drop-down list:



3. In bottom left corner, select Add Debit/Credit Card:



4. Add Card box will open: complete all fields and click “Continue” at bottom:

A screenshot of an "ADD CARD" form. The title "ADD CARD" is in green. Below the title are logos for Discover, Mastercard, and Visa. The form contains four input fields: "Card Number" (with a small icon on the left), "Expiration" (with "MM / YY" as a placeholder), "Name on Card", and "Nickname". At the bottom of the form are two buttons: "CANCEL" and "CONTINUE".

5. If you have correctly entered the **Debit/Credit** card information, you will receive an “Authorization Successful” message.

**NOTE:** By completing the authorization of a Debit/Credit card, you have updated the payment method on file. You **have not** processed a payment.