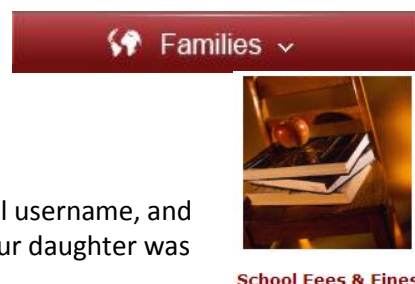


# Online Payments Guide

The Waterloo Community School District has partnered with RevTrak to offer parents the ability to add money to students' lunch accounts and pay school fees via a secure, online payment website. In order to use this service, parents must first have signed up for an Infinite Campus portal account. If you do not have a portal account, please contact your child's school to receive an activation code allowing you to set one up.

## To complete an online payment

- Select "Online Fee/Lunch Payments" underneath the "Families" dropdown on the Waterloo School's website.
- Click on "Click here to access the RevTrak online payment site."
- Click on the "School Fees & Fines" button.
- This will then take you to a log-on page. Enter your Infinite Campus portal username, and the birthdate of any of your students as the password. For example, if your daughter was born March 1, 2001, you would enter: 03/01/2001 as the password.
- If any fees are due, the total amount due will appear. Enter the amount of money you would like to pay in the box provided.
- For lunch accounts, input the amount of money you would like to contribute to each of your student's accounts in the boxes provided.
- When finished entering amounts, click "Next Page".
- Review your choices and then click "Go to Checkout".
- If you are a new customer, select "I am a new customer".
  - Enter your email address, then click "Sign in".
- If you are a returning customer, select "I am a returning customer".
  - Enter your email address and password. Note that this password is potentially different from your Infinite Campus portal password—you established it the first time you completed an online payment. Then, click "Sign in".
- Enter your billing and payment information.
- If you are a new customer, create a password. Please remember this password as you will need it the next time you make an online payment. Remember that while you may choose to use the same password as your Infinite Campus portal account, this is a separate account/password.
- Verify the information for accuracy and select "Complete Order".
- You will receive an email receipt.



## Need help?

- Forgotten Web Store password? Click "password reminder", enter your email address, and click the arrow. Your password will then be emailed to you.
- Need help with online payments? Please email [onlinepayments@waterlooschools.org](mailto:onlinepayments@waterlooschools.org) or call 319.433.2728.
- Need help with the Infinite Campus portal? Please email [helpdesk@waterlooschools.org](mailto:helpdesk@waterlooschools.org) or call 319.433.1858.