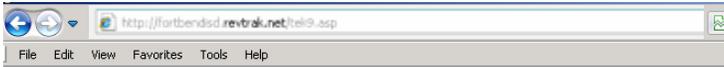


ONLINE PAYMENT TO MEAL ACCOUNT



Step 1

Type the web address then enter.
http://fortbendisid.revtrak.net



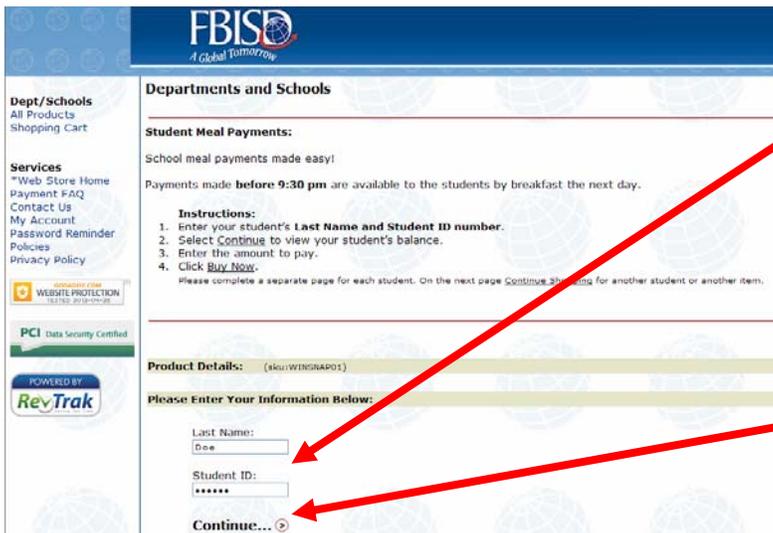
Step 2

Click on **“Meal Payments.”**



Step 3

Click on the **“International Food Symbol”** to start entering a payment to the student’s account.



Step 4

Enter the child’s **“Last Name”** and **“Student ID”**, (Please do not include the beginning zero on the student ID.)

then click the **“Continue arrow.”**

ONLINE PAYMENT TO MEAL ACCOUNT

FBISD
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Dept/Schools
All Products
Shopping Cart

Services
Web Store Home
Payment FAQ
Contact Us
My Account
Password Reminder
Policies
Privacy Policy

WEBSITE PROTECTION
PCI Data Security Certified

POWERED BY
RevTrak

Departments and Schools

Student Meal Payments:

School meal payments made easy!
Payments made **before 9:30 pm** are available to the students by breakfast the next day.

Instructions:

1. Enter your student's **Last Name and Student ID number**.
2. Select **Continue** to view your student's balance.
3. Enter the amount to pay.
4. Click **Buy Now**.

Please complete a separate page for each student. On the next page [Continue Shopping](#) for another student or another item.

Balances:
Cash Account: \$8.55

Add cash to your account:
Add cash to your account: \$
Total: \$ **50.00**

[Buy Now](#)

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.

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Your Shopping Cart

Thank you for shopping with us! Here are the items you have chosen for purchase. (Your shopping cart, Step 1).

To continue shopping click here: [\[Continue Shopping \]](#)

Items:	Price	Qty	Total
Cash Account	\$50.00	1	\$50.00
Student: John Doe (Student ID: 123456)			
			Total: \$50.00

[Update Totals](#) [Empty](#) [Go to Checkout](#)

Note: A single \$1.95 convenience fee will be applied at checkout.

*Set the Quantity field to zero (0) to remove an item from your cart. Remember to click the "Update Totals" button if you modify quantities. When you are ready for Step 3, click the "Go to Checkout" button.

Step 6

Verify the amount entered is correct. If complete and accurate, **“Go to checkout”**

OR

To add a payment to another child’s account, click on **“Continue Shopping”** and **repeat steps 3 – 5**. This process can be repeated until the desired numbers of Student payments have been entered. To complete the transactions entered, click on **“Go to checkout”**.

FBISD
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Your Shopping Cart

To pay online for the first time: Enter your email address and click **Sign in using our secure server** at the bottom of this page. On the next page, you will enter your name, address, phone, and payment information. You will also be prompted to establish a password. This password is NOT issued by the School or this web store.

Enter your email address:

I am a new customer
(You'll create a password later)

I am a returning customer
and my password is

[Sign in using our secure server](#)
Forgot your password? Click here.

Step 7

Enter an email address, then click **“I am a new customer”** (the password will be created later).

OR

If you have used the RevTrak Web Store for any other purchases such as Extended Day, enter an email address, then click on **“I am a returning customer and “my password is”** enter the password. **Next, click on “Sign in using our secure server”**.

ONLINE PAYMENT TO MEAL ACCOUNT

Your Shopping Cart

Welcome to Checkout! Please fill out the basic information needed to finalize your order. Thank You!
Completed payments are instantly available to view on the [My Account](#) page under the [Services](#) menu.

Items	Price	Qty	Total
Cash Account Student: John Doe (Student ID: 123456)	\$50.00	1	\$50.00
			Total: \$50.00
			Convenience Fee: \$1.95
			Order Total: \$51.95

[RETURN TO CART](#)

BILLING INFO:

* First Name: [Jane] * Last Name: [Doe]
* Address 1: [16431 Lexington Blvd] * Address 2: []
* City: [Sugar Land] * State: [TX] * Country: [United States]
* Zip Code: [77479] * Telephone: [281.634.1000]

ACCOUNT INFO:

* Email Address: [YourName@fortbendis.com] * Password: [See Hint] *****

[Continue](#)

STEP 8

Enter Billing Information: Enter First Name, Last Name, Address, City, State Country, Zip Code and Telephone number. **Enter Account Information:** Confirm email address and enter a Password. **Next**, re-enter the Password, then click on the **“Continue”** arrow.

Your Shopping Cart

Items	Price	Qty	Total
Cash Account Student: John Doe (Student ID: 123456)	\$50.00	1	\$50.00
			Total: \$50.00
			Convenience Fee: \$1.95
			Order Total: \$51.95

Customer Info

Jane Doe
16431 Lexington Blvd
Sugar Land, TX 77479

Credit Card Payment Info

Credit Card Number: [4111111111111111] Cardholder Name: [Jane Doe] Expires: [03] [2015]
[Nickname (Optional): Jane's card]

[Cancel](#) [Verify My Info](#)

Step 9

Enter Payment Information: Credit or Debit 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. Navigation with key board arrow keys would be required.)

Your Shopping Cart

Items	Price	Qty	Total
Cash Account Student: John Doe (Student ID: 123456)	\$50.00	1	\$50.00
			Total: \$50.00
			Convenience Fee: \$1.95
			Order Total: \$51.95

Customer Info

Jane Doe
16431 Lexington Blvd
Sugar Land, TX 77479

Credit Card Payment Info

Credit Card Number: [XXXXXXXXXXXX1111] Name On Card: [Jane Doe] Expires: [03/15] Card Type: [Visa]
[Nickname (Optional): Jane's card]

[Cancel](#) [Complete Order](#)

Step 10

Verify all the information entered, if accurate for “Customer Info” and “Credit Card Payment Info”. If correct, click on **“Complete Order”**.

ONLINE PAYMENT TO MEAL ACCOUNT

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

8/17/2012 1:40:17 PM		ORDER ID: 15487001					
BILL TO		SHIP TO					
Jane Doe 16431 Lexington Blvd Sugar Land, TX 77479 281-634-1000		Jane Doe 16431 Lexington Blvd Sugar Land, TX 77479 281-634-1000					
SKU	Product	Status	Carrier	Tracking #	Price	Qty	Total
WINSNAP01	Cash Account Student : John Doe (123456)	Completed	Digital		\$50.00	1	\$50.00
							Sub-Total: \$50.00
							Convenience Fee: \$1.95
							Grand Total: \$51.95
PAYMENT INFO							
TYPE	Visa						
NAME ON CARD	Jane Doe						
CARD NUMBER	XXXXXXXXXXXX1111						
To continue shopping, please click here.							
To logout, please click here.							

Step 11

Confirmation Page: The order was processed. "Thank You for Your Order! Please Save or Print this page for your records". A "Confirmation Email" will be sent to the email address provided.

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Discover | Mastercard | VISA

Fort Bend ISD Website | Password Reminder | Contact Us | FAQ

Step 12

Returning Customers Forgot My Password: On the home page click on the **Password Reminder**. **Forgot your password?** Please fill out the email address below and RevTrak will send the password to the email address provided in a few minutes.

RevTrak Helpful Hints

Creating a Password:

To increase security, the password created shall be at least 8 characters and shall contain at least 1 letter and 1 number.

Returning Customers:

Edit Billing Information:

Edit the Billing Information, if needed, and then click on the Continue arrow.

Forgot your Password:

The left navigation bar under "Services" has a Password Reminder option. The same link is available on the sign-in page. The service will, within minutes, send the password to the email address created. Be certain to check the spam folder.

Change an Email, Password, Low Balance Email preferences, or any information regarding the billing account:

The left navigation bar under "Services" has a My Account option. Enter the email address and password to open this option.

MESSAGES ON THE LOGIN PAGE:

“Although you indicated you're a new customer, an account already exists for this email address.”

1. A purchase from this web store has been made at some point in the past, perhaps for another student, or some item other than a meal payment.
2. Therefore, please use the previous password login email.

“There is no record of you. Please check your login information and try again.”

1. Although you have indicated you're not a new customer, an account does not exist for this email address.
2. Please check the login information and try again.
3. A purchase from this web store has not been made using this email address.
4. Use My Account under the "Services" menu in the left navigation bar to change the preferred email for this account.

“The e-mail address and password you entered do not match any accounts on record. Please make sure that you have correctly entered the e-mail address associated with your account. If you've forgotten your password, click the link below.”

1. The password was entered incorrectly, re-entered the password. Try again.
2. Use the Password Reminder features.

MESSAGES ON THE PAYMENT PAGE:

“This card number is invalid.”

1. Retype the card number. Or Check the Card Type.
2. The Web Store accepts cards with a MasterCard, Visa, or Discover logo.

“Invalid expiration date”

1. Verify the month and year used for the Expiration date.
2. Encounter a problem choosing the date, tab to the field and use the up/down keys to choose the date.

“Any other red message”

1. When the card is not accepted, the web store displays the message requested by the card company.
2. Call the number on the back of the card to review any problem.