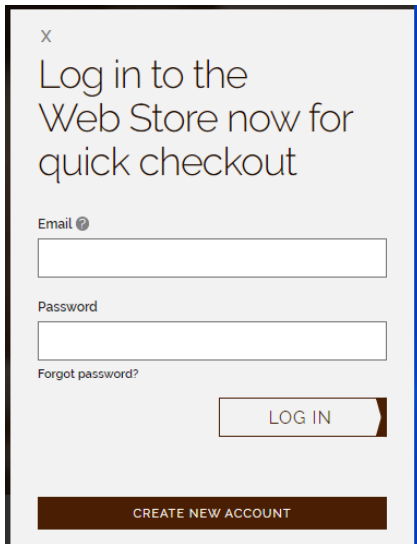



## Parent Instructions for RevTrak

1. Go to <https://muhs.revtrak.net/>
2. Click CREATE NEW ACCOUNT to complete the setup



x

Log in to the Web Store now for quick checkout

Email 

Password

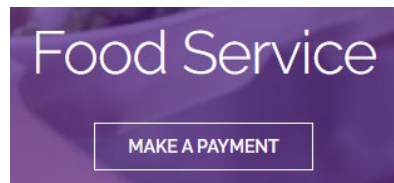
[Forgot password?](#)

LOG IN

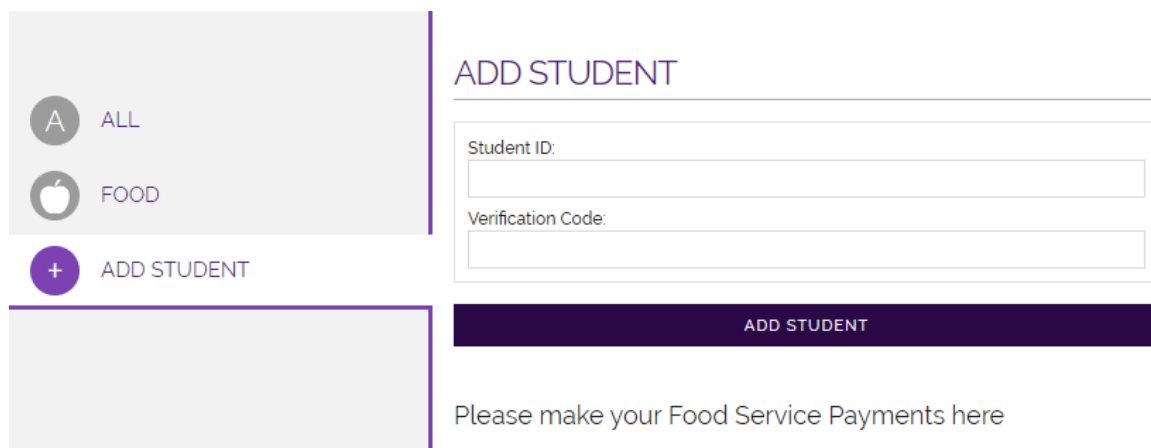
CREATE NEW ACCOUNT

3. Passwords must contain capital letter, number, lowercase letters and make sure it is at least 10 characters
4. After the account is setup, LOG IN

5. Click MAKE A PAYMENT



6. Click ADD STUDENT



ADD STUDENT

ALL

FOOD

ADD STUDENT

Student ID:

Verification Code:

ADD STUDENT

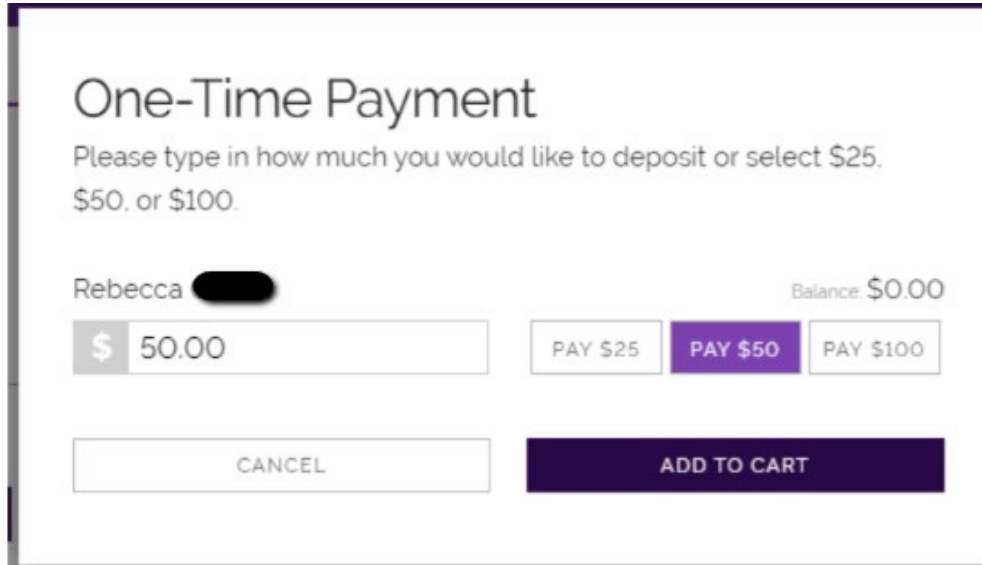
Please make your Food Service Payments here

- a. Enter the student's id

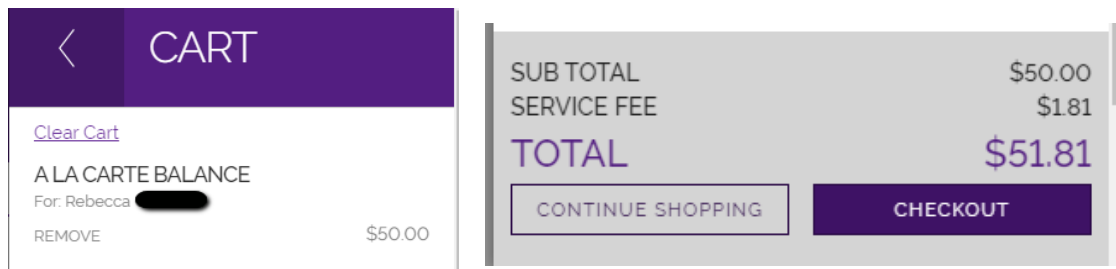
- b. Enter the student's verification Code
  - c. Click ADD STUDENT
7. Your student will be listed on the screen
8. To make a one-time payment click

MAKE ONE-TIME PAYMENT

- a. This screen will appear for you to enter your payment



- b. Enter the amount you would like to pay and click ADD TO CART
- c. At this point you can Continue Shopping or Check Out



SUB TOTAL	\$50.00
SERVICE FEE	\$1.81
<b>TOTAL</b>	<b>\$51.81</b>

9. To setup Auto Replenish or get a low Balance Email

a. Click

SET UP AUTO REPLENISH

b. This screen will appear when you turn the options on

**AUTO-REPLENISH** Enabled

Food Service

When my balance falls below  I would like to add

Payment Method

You must first add a payment method in order to enable low balance payments.

A service fee of 3.62% will be applied to payments.

I agree to recurring payments.

**LOW BALANCE EMAIL** Enabled

Balance Threshold

c. Enter the low balance and how much you would like to add

d. Be sure to setup your banking information!

e. Enter the low balance amount to receive an email. When your student goes below this amount, you will receive an email.

f. Click Save