



Douglas County School District

Learn Today. Lead Tomorrow.

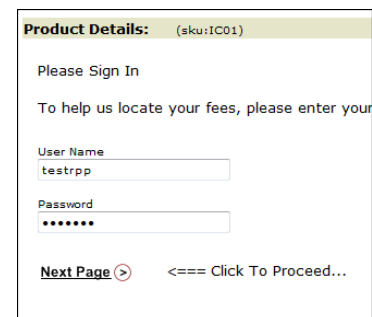
ONLINE PAYMENTS

The Douglas County School District now uses a new online payment service, RevTrak, which replaces the old Express Line. The instructions listed below show how to use the new system.

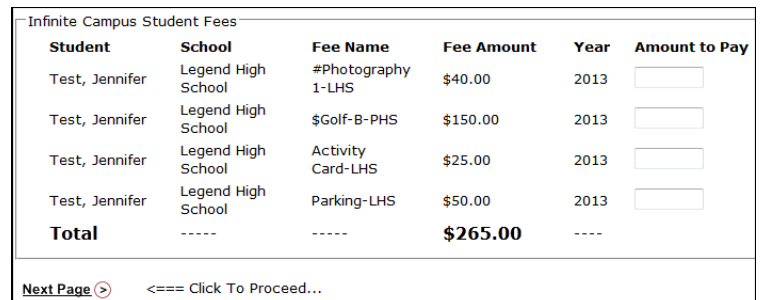
The Express Checkout will automatically redirect to the login page to begin the payment process. To return to this login screen please go to the homepage, <http://dcsdk12.revtrak.net/> and find your school and select student fees.

School Fee Payment Instructions

1. Enter your **Infinite Campus Parent Portal User Name** and **Password** to access a list of your student's fees

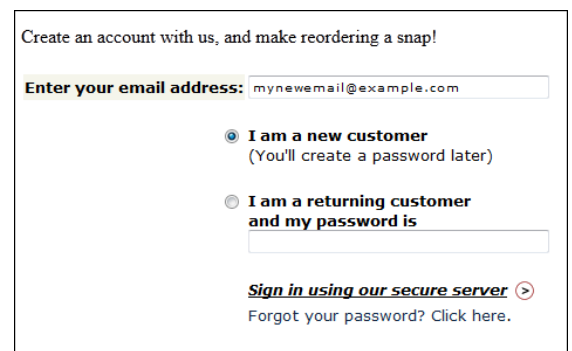


2. **Enter the amount** you will be making a payment for and click **Next Page**



| Student | School | Fee Name | Fee Amount | Year | Amount to Pay |
|----------------|--------------------|--------------------|-----------------|------|----------------------|
| Test, Jennifer | Legend High School | #Photography 1-LHS | \$40.00 | 2013 | <input type="text"/> |
| Test, Jennifer | Legend High School | \$Golf-B-PHS | \$150.00 | 2013 | <input type="text"/> |
| Test, Jennifer | Legend High School | Activity Card-LHS | \$25.00 | 2013 | <input type="text"/> |
| Test, Jennifer | Legend High School | Parking-LHS | \$50.00 | 2013 | <input type="text"/> |
| Total | ----- | ----- | \$265.00 | ---- | |

3. **Confirm** your **payment choices** and click **Go to Checkout**
4. If a **new customer**, select **“I am a new customer”**
 - a. Enter your **email address**
 - b. Click **Sign in**



5. Enter your **billing information** and **create a password** (if required)
6. Enter your **payment information**
7. Verify information for accuracy and select **Complete Order**
8. Payment will be processed and **Receipt** can be viewed and printed.

| Step 1: ViewCart | | | Step 2: Order Info | Step 3: Payment | Step 4: Receipt |
|---|--|--|-----------------------------|-----------------|-----------------|
| Shopping cart contents: | | | Price | Qty | Total |
| InfiniteCampus #Photography 1-LHS | | | \$40.00 | 1 | \$40.00 |
| For: Jennifer Test (458429) | | | | | |
| | | | Total: \$40.00 | | |
| | | | Order Total: \$40.00 | | |
| < RETURN TO CART | | | | | |
| BILLING INFO: | | | | | |
| * First Name: | | | * Last Name: | | |
| john | | | Doe | | |
| * Address 1: | | | Address 2: | | |
| 10700 Lyndale Ave | | | | | |
| * City or Province: | | | * State: / Country: | | |
| AnyCity | | | MN / | | |
| * Zip Code: | | | * Telephone: | | |
| 55555 | | | 555-555-5555 | | |
| ACCOUNT INFO: | | | | | |
| *Your email was auto generated. Please enter a valid email address. | | | | | |
| | | | * Password: See Hints | | |
| * Please re-enter email | | | * Please re-enter password: | | |
| | | | | | |
| Continue > | | | | | |
| *Required field | | | | | |

[Need Help?](#)

Forgotten Web Store Password? Click Password Reminder under Services, enter your email address and click the arrow. Your password will be emailed to you shortly.

Forgotten your Infinite Campus Parent Portal Password or no Parent Portal Access? Contact your student's school building secretary.

