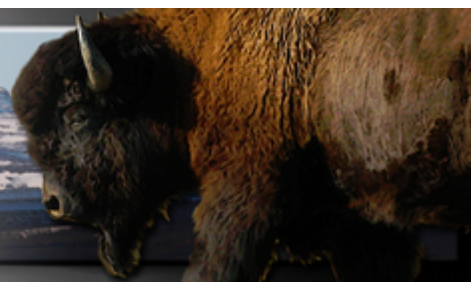


Uinta County School District #4

Mountain View, Wy 82939

307-782-3377

"Where the Buffalo Roam"



Creating an Account with RevTrak

The Uinta County School District #4 now provides parents an **easy** way to make online food service payments for their students. We have established a secure Web Store, powered by RevTrak. Our **Web Store** offers parents a **convenient** payment option when adding money to their student's food service account. Online payments can be made using a VISA, MasterCard or Discover credit or debit card. Please Note: A service fee of 3.61% will be applied at checkout. You must have previously created a Parent Access Account in PowerSchool to use the RevTrak services. [If you need help in creating a Parent Access Account, please contact Sherri Stucki at 307-782-3377 ext. 7218.]

How to Create an account in RevTrak?

1. **Visit** our district Web Store at **uinta4.revtrak.net**
2. Click on **LOGIN**. In the next window that pops up, click on **CREATE NEW ACCOUNT**
3. Enter your First Name, Last Name, Address, City, State, Zip, Phone, email (which will be used for your username), and a password. Click **CREATE ACCOUNT**.
4. You will be taken back to the main screen. When you see Food Service Payments, click on the "**Click Here**" icon.
5. On the next screen you will enter the **Username** and **Password** associated with your Parent Access Account in PowerSchool. If you haven't created a Parent Access Account, you won't be able to use RevTrak.
6. The student(s) associated with the Parent Access Account should be listed. **Enter the amount** you wish to pay on each student, then click on **ADD SELECTED TO CART**.
7. Confirm your payment choices and click **CHECKOUT**
8. Fill in information for your choice of payment: **DEBIT/CREDIT** or **USE ECHECK**. Once completed, click **CONTINUE**
9. Verify information for accuracy and select **PLACE ORDER** to complete
10. The next screen allows you to **PRINT RECEIPT**, if desired.

Need Help?

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

Forgotten Parent Portal Password or no Parent Portal Access? *Contact Sherri Stucki, 307-782-3377 x 7218*

