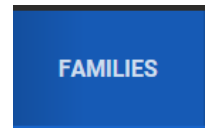


Online Payments Guide

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 "Menus/Bill Pay" underneath the "Families" dropdown on the Waterloo School's website.
- Click on "Click here to access the RevTrak online payment site."
- 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.
- .
- To pay for student fees, click on the applicable student's name underneath the "Student Fees" section.
 - 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.
- To add money to your student's lunch account, click on "Food accounts" underneath family fees.
 - You will then see the lunch account balances for all of your students.
 - Input the amount you would like to add next to the applicable student.



INFINITE CAMPUS - PLEASE LOG IN

To help us locate your fees, please enter your Infinite Campus Portal "User Name" and Currently enrolled child's birthdate in the boxes below.

Please make sure the birthdate is in the form (MM/DD/YYYY). **including** the slashes and any leading zeros. Example (January 1st, 2001) ==> '01/01/2001'

Username:	<input type="text" value="johndoe"/>
Currently enrolled child's birthdate (MM/DD/YYYY):	<input type="text" value="03/01/2001"/>



- Click "Add Selected to Cart"
- When you are ready to pay, click "Checkout"



- If you are a new customer, click "Create new account".
 - Input the requested information. Then, click "create account"
- If you are a returning customer, input your email address and password. Then, click "Log-in".
 - 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 "Log in".

- You may then be prompted to input your bank account information to send an “Echeck”. If you prefer to pay by debit or credit card, click the “Use debit/credit” button.
- Click the appropriate button to either add your bank account information to pay by echeck, or to add card to pay by a debit/credit card.
- Input the requested information. Then, click continue.
- When you are finished with the checkout process, you will receive an email receipt.

USE DEBIT/CREDIT

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 or call 319.433.2728.
- Need help with the Infinite Campus portal? Please email helpdesk@waterlooschools.org or call 319.433.1858.