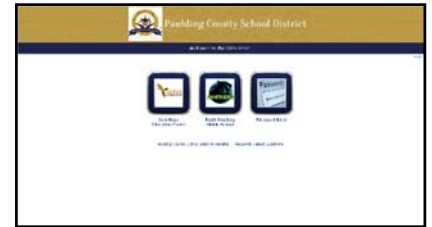


# Payment Instructions

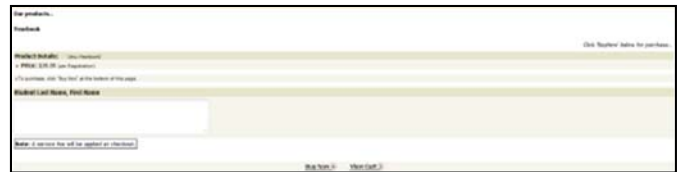
- Visit our school Web Store at: <https://paulding.revtrak.net/>

- Select **School/Button**



- Select **Item you would like to purchase**

- Enter **required information**



- Click **Add to Shopping Cart**

- To make a payment for another fee or student, select **Continue Shopping**

- When all fees are in shopping cart, click **Go to Checkout**. New customers, please select **I am a new customer**. Enter your email address and **Sign In**. Returning customers, please select **I am a returning customer**. Enter your email address and password. Select **Sign In**.

**Your Shopping Cart**

Create an account with us, and make reordering a snap!

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.](#)

- Enter your **billing and payment information**.

- Verify information for accuracy and select **Complete Order**.

- **Payment will be processed** and receipt can be viewed and printed. A receipt will be sent to the email address provided.

- **Logout**

Step 1: View Cart   Step 2: Order Info   Step 3: Payment   Step 4: Receipt

Shopping cart contents:	Price	Qty	Total
Baseball Note: xxxxxx 1st participant?: 2-4 grade 2nd participant part 2: 2-4	\$90.00	1	\$90.00
<b>Total: \$90.00</b>			<b>Order Total: \$90.00</b>

< RETURN TO CART

**BILLING INFO:**

\* First Name:    \* Last Name:

\* Address 1:    Address 2:

\* City or Province:    \* State / Country:  /

\* Zip Code:    \* Telephone:

**ACCOUNT INFO:** ?

\* Email Address: john\_anderson@demo.com   \* Password:  [See Hints](#)

\* Please re-enter password:

**Continue** >

\*Required field

## Web Store Links for Additional Information:

- **Contact Us:** Request additional information or ask questions about a payment
- **My Account:** Look up previous transactions and change address or password information
- **Password Reset:** Reset a forgotten password