Ankeny Community School District
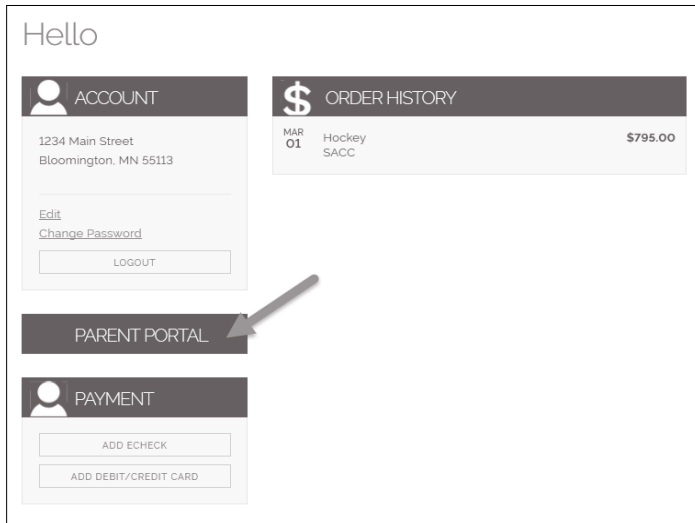## Parent Portal Payment Guide

Visit the Ankeny Web Store to make payments ONLINE!
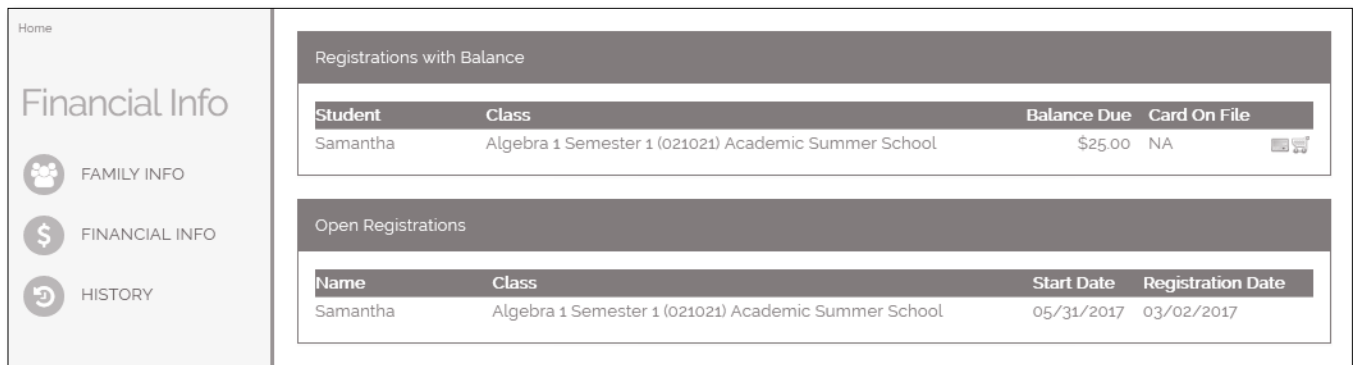
https://ankeny.RevTrak.net

Login to Existing RevTrak Account

- ♦ Using your Revtrak account **Email Address** and **Password,** login to your RevTrak account.

- ♦ Select "**My Account**" from the top navigation bar on your screen.

- ♦ Within the "My Account" page, select the "**Parent Portal**" button that should appear just between the "Account" and "Payment" sections of your account.

- ♦ This button will bring you to a screen where you can view all registrations with balance that exist within your account.

Parent Portal

- ♦ To add an unpaid balance to your cart, select the **Shopping Cart** icon ( ) next to a registration.

  ***NOTE: Do not select the ( ) icon as this will simply update card information, not process a payment.**

- ♦ If given the option, select or enter the exact amount you would like to pay at this time.
  ***NOTE: If your account balance is past due be required to pay the past due balance in full.**

- ♦ Your **Shopping Cart** will appear on your screen, showing all items that have been added to your shopping cart. When you are ready to process the payment select **Checkout,** within your **Shopping Cart.**

- ♦ Within the Checkout screen, you can verify your billing address and **Select a Payment Option**, prior to hitting "**Complete Order".**

- ♦ When you hit "**Complete Order",** your payment will be processed and a **Receipt** will appear. Your receipt will also be emailed to the address on file.