1. Logging In - [https://bastrop.revtrak.net/fee-management/](https://bastrop.revtrak.net/fee-management/)
   
a. You must log in to access Fee Management; If you do not have an account, follow steps b & c below
   
b. If Payer does not have a Vanco Account, they will need to create one.
   
c. If one already exists, they will log in with those credentials. *Vanco (RevTrak) was used last year for the online payments for Technology Chromebooks.*
2. First time logging into Fee Management, you will need to link your student(s) to your account
   a. Click “Add Student”

   b. Add Student ID # and last name, click “Add Student”
      i. Repeat the process for each student you want to add to profile

   c. The fees that are owed for each student will now be listed; the amount shown is the remaining balance owed. The balance will decrease as payments are made.
d. By selecting “Add to Cart”, a payment can be made against that fee.

![Make A Payment screenshot](image1)

e. This amount defaults to the balance; partial payments can be made on this fee, so you can change the amount you are paying. Once the amount to pay is entered, click “Add to Cart”.

![Make A Payment screenshot](image2)

f. Item is now added to cart.

![Cart screenshot](image3)

g. Payer can now add more fees, or check out.
How to Use Fee Management - Payer

h. Upon Checkout, Payment can be done through e-check or debit/credit

i. Next time the Payer logs in, the amount owed will be reflected in their fees.