

How to Use Fee Management - Payer

1. Logging In - <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



SHOP

RESOURCES

HOME

LOGIN

CART

Log in to the Web Store

Email

CONTINUE

CREATE NEW ACCOUNT

- 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.*

x

Log in to the Web Store now for quick checkout

Email

CONTINUE

CREATE NEW ACCOUNT

First Name

Last Name

Address

Address (cont.)

City

State

Country

Zip Code

Phone

Email

Password

Confirm Password

I'm not a robot

CANCEL

CREATE ACCOUNT

Create a new account

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2. First time logging into Fee Management, you will need to link your student(s) to your account
 - a. Click "Add Student"

The screenshot shows the 'Fee Management' interface. On the left, a sidebar contains navigation options: 'ALL', 'REQUIRED FEES', 'OPTIONAL FEES', and 'ADD STUDENT'. The 'ADD STUDENT' option is circled in red. A red arrow points from this button to the 'ADD STUDENT' button at the bottom of the main content area. The main content area has two sections: 'REQUIRED FEES' and 'OPTIONAL FEES', both with placeholder text indicating no accounts are linked. The 'ADD STUDENT' form is visible, with 'Student ID' set to 'xxxxxxx' and 'Student Last Name' set to 'Goertz'. The 'ADD STUDENT' button at the bottom of the form is also circled in red.

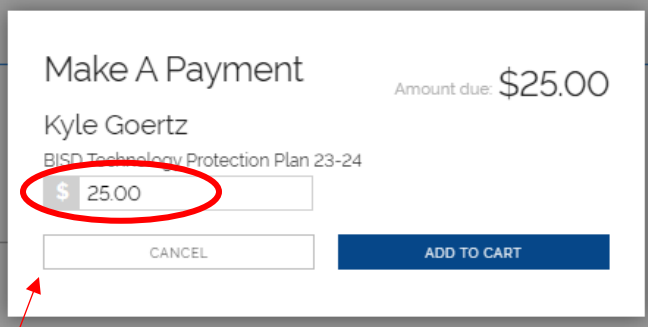
- b. Add Student ID # and last name, click "Add Student"
 - i. Repeat the process for each student you want to add to profile

- 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.

The screenshot shows the 'Fee Management' interface after a student has been added. The sidebar on the left remains the same. The main content area now displays the student's name, 'Kyle Goertz', and a list of fees. Under the 'REQUIRED FEES' section, there is one entry: '#FM01 BISD Technology Protection Plan 23-24' with a price of '\$25.00'. The 'ADD TO CART' button next to this entry is circled in red. The 'OPTIONAL FEES' section below it contains the same placeholder text as in the previous screenshot.

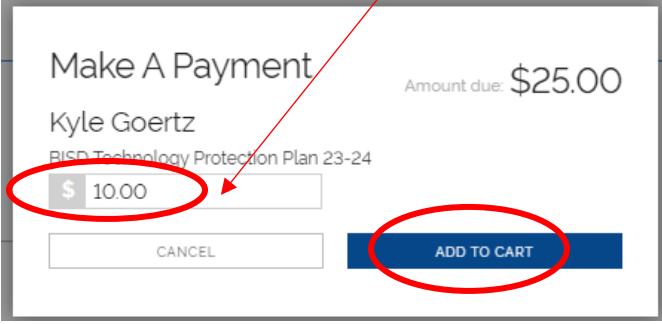
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- d. By selecting “Add to Cart”, a payment can be made against that fee



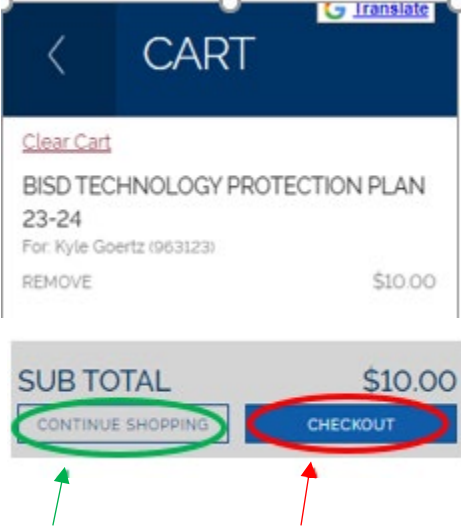
The screenshot shows a 'Make A Payment' interface. At the top right, it says 'Amount due: \$25.00'. Below that, the name 'Kyle Goertz' and 'BISD Technology Protection Plan 23-24' are listed. A text input field contains '\$ 25.00', which is circled in red. Below the input field are two buttons: 'CANCEL' and 'ADD TO CART'. A red arrow points to the 'ADD TO CART' button.

- 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”



The screenshot shows the same 'Make A Payment' interface. The 'Amount due' is still '\$25.00'. The text input field now contains '\$ 10.00', which is circled in red. A red arrow points from the input field to the 'ADD TO CART' button, which is also circled in red. The 'CANCEL' button is visible below the input field.

- f. Item is now added to cart.



The screenshot shows a 'CART' screen. At the top, there is a back arrow and the word 'CART'. Below that is a 'Clear Cart' link. The main item is 'BISD TECHNOLOGY PROTECTION PLAN 23-24' for 'Kyle Goertz (063123)'. It includes a 'REMOVE' link and a price of '\$10.00'. At the bottom, there is a 'SUB TOTAL' of '\$10.00'. Below the subtotal are two buttons: 'CONTINUE SHOPPING' (circled in green) and 'CHECKOUT' (circled in red). A green arrow points to 'CONTINUE SHOPPING' and a red arrow points to 'CHECKOUT'.

- g. Payer can now **add** more fees, or **check out**.

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

The screenshot displays a payment selection interface. At the top, the word "ECHECK" is written in large green letters. Below it, the text reads "Add an eCheck for a *quicker* checkout experience". The form includes several input fields: "Routing Number*", "Account Number*", "Verify Account Number*", "Name on Account*", and "Nickname". Below these fields is a check number field with a "FOR" label and a sample check number "1221052771 6724301068 2400". Underneath the check number field, the labels "Routing Number", "Account Number", and "Check Number" are positioned. Two buttons are present: "USE CREDIT/DEBIT" (circled in orange) and "USE ECHECK" (circled in blue). Below the buttons is a progress bar with "PAYMENT" and "VERIFY" stages. The "ADD CARD" section follows, featuring logos for VISA, Mastercard, DISCOVER, and AMERICAN EXPRESS. It includes input fields for "Card Number*", "Expiration*" (MM / YY), "Name on Card*", and "Nickname". A checkbox for "Save this payment method" is checked. A reCAPTCHA "I'm not a robot" checkbox is also checked and circled in orange. At the bottom, there are "CANCEL" and "CONTINUE" buttons, with "CONTINUE" circled in orange. An orange arrow points from the "USE CREDIT/DEBIT" button to the "CONTINUE" button. A blue arrow points from the "USE ECHECK" button to the "CONTINUE" button.

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