Payment Instructions for the West Central Public Schools Web Store

- Visit school district website at http://westcentral.k12.sd.us
- Scroll down a little on the homepage.
 - Click on the **Revtrak** button
- You will be redirected to the West Central Web Store



- Select Login. If a new customer, select "Create a New Account."
- If a returning customer, enter you email address and password.
- The "Forgot Password" link sends a password reset link to the email on record.

West Central Public Schools		browse \sim	G Translate SERVICES ~ HOME LOGIN CART
Transportation	Computer Damage Payment	Computer Use Fee	× Log in to the Web Store now for quick checkout
Activity Passes	Band Bill Payment		Password Forgot password? LOG IN CREATE NEW ACCOUNT
https://westcentral.revtrak.net/account/create?returnUrl=/#?email	•		

- Choose the item/fee you would like to pay for. Options include:
 - Transportation (Required for In-Town Bussing)
 - Activity Passes (Optional)
 - Computer Damage Payment (Only if there is an outstanding technology fee)
 - Band Bill Payment (Only if there is an outstanding band fee or payment needed)

Public Schools			BROWSE 🗸	SERVICES 🗸	HOME	MY ACCOUNT 🗸	(
Computer Use Fee							
* Fee to Pay							
✓ Choose One							~
Middle School Student [Add \$30.00] High School Student [Add \$40.00]							
First Name		Last Name					
* Student Grade							
Choose One							~
	Add	To Cart					

- Computer Use Fee (Required for ALL middle school and high school students)
- Yearbooks (Optional)
- Instrument Rental Fee (Optional)
- Junior Class Fees (Required for 11th grade students)
- Enter required information the example above is for the Computer Fee, you will need to fill in all information requested for record keeping purposes.
- Click "Add to Cart"
- To make a payment for another fee or student, click "**Continue Shopping**" and select additional fee type. Each student will need to be entered individually, but will be added to the same "cart" for easy processing.
- When all fees are in shopping cart, click "Go to Cart" and then click "Checkout."
- Payment may be made with credit/debit card or e-check