Payment Instructions for the West Central Public Schools Web Store

NEWS →

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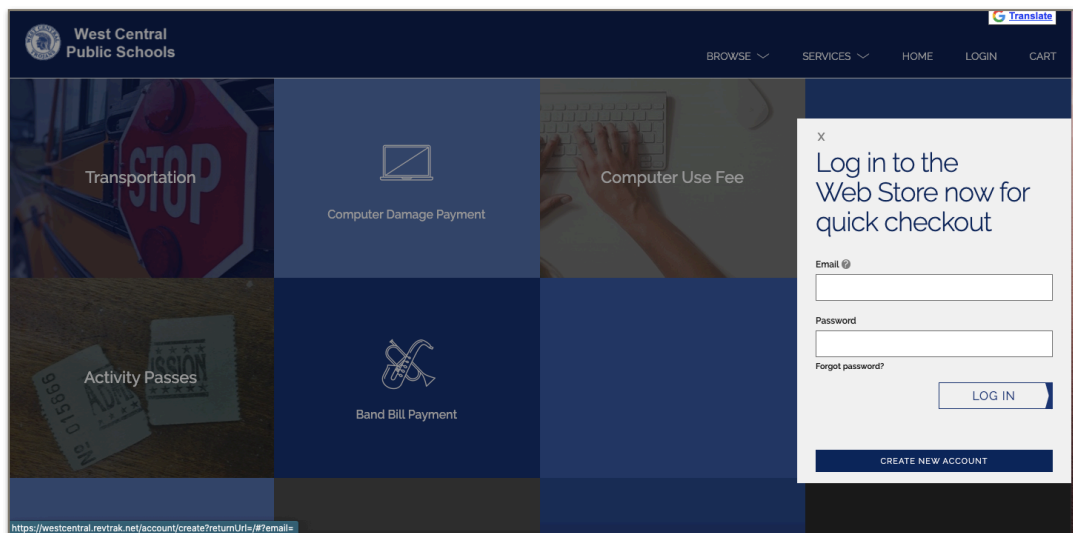
- Choose the item/fee you would like to pay for. Options include:
  - Transportation (Required for In-Town Bussing)
  - Activity Passes (Optional)
  - Computer Damage Payment (Only if there is an outstanding technology fee)
  - Band Bill Payment (Only if there is an outstanding band fee or payment needed)

- 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