



# OLD SAYBROOK PUBLIC SCHOOLS

Old Saybrook Public Schools provides parents with an additional option to make lunch payments for their students. We have established a secure Web Store, powered by RevTrak. Online payments can be made using a Discover, MasterCard, or VISA credit or debit card.

**There will be a service fee of 5% of the deposit amount applied at check out.**

## Payment Instructions

- 1) Visit our school Web Store at:  
<https://oldsaybrook.revtrak.net/Food-Service-Payments/>
- 2) Enter PowerSchool Parent Portal Access Credentials
- 3) Your Student(s) Food Service Accounts will appear with the current lunch balance.

**(Do not select the student name under Account fees)**

- 4) Select or Click the \$ amount you are charging under each name. The lunch balance will then update once the transaction has completed.

### POWERSCHOOL - PLEASE LOG IN

Please Enter Your PowerSchool Portal Access Credentials Below

Username:

Password:

LOG IN

- 5) Click on **ADD SELECTED TO CART** (found at the bottom of the screen)

- 6) Click **Checkout** after reviewing your Cart.

- 7) You will now log into the RevTrak site.

CHECKOUT

Log in

Email

Password

Forgot password?

LOG IN

CREATE NEW ACCOUNT

- 8) **Logout**

**New Web Store customers**, please click **Create New Account**. Enter your information and create password.

**Returning customers**, please enter your email address and Revtrak password.

**Log In**.

**Review and Submit** your payment.

**Payment will be processed** and receipt can be viewed and printed. A receipt will be sent to the email address provided.