

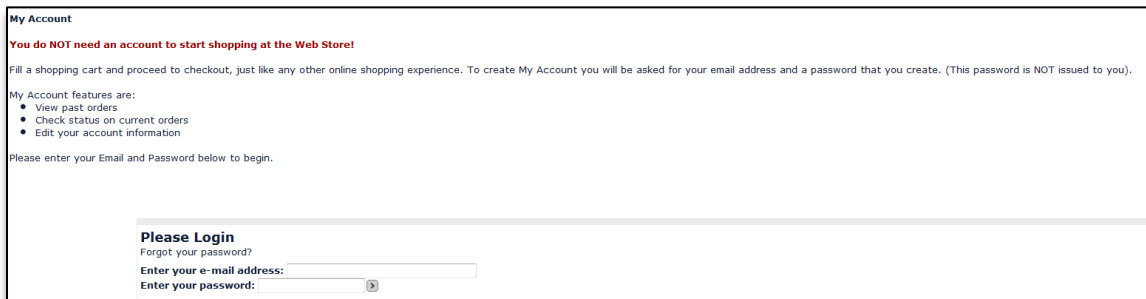


How to make a Payment through Parent Portal:

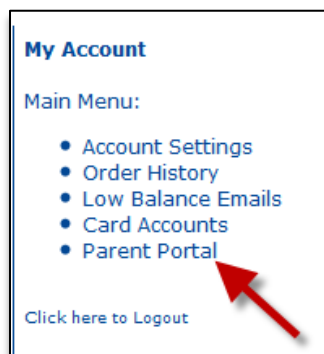
- Go to the Wilmette Schools Web Store at <https://wilmette.revtrak.net>
- Go to **My Account** by clicking on either the front webstore button or the left navigation menu



- On the My Account Page **login** with your account e-mail address and password




- Once logged in select **Parent Portal** from the Main Menu



- Wait a moment for a new popup screen to appear, on this screen you will be able to view all of your Registrations with a balance

Family Info		Financial Info		Goto Shopping Cart	
REGISTRATIONS WITH BALANCE					
Student	Class	Balance Due	Card On File		
Jane Doe	Central Early Birds 16/17 Central Early Birds	\$148.00	NA		

- Here you can add balance(s) to your shopping cart by selecting the Shopping Cart icon  next to the corresponding Registration
- Once the Shopping Cart is selected, you will see either a message that says “This balance has been added to the shopping cart” OR the option to pay your past due, total due, or “other” amount. If you do not see these options, skip to the next bullet point.

Your balance due for Central Early Birds 16/17 - Central Early Birds is \$148.00 of which \$148.00 is past due.

Pay Past Due Amount of \$148.00

Pay Total Due Amount \$148.00

Pay Other Amount

- After clicking one of the three options, you will receive a message informing you that the balance has been added to your shopping cart, select **OK**
- Once you have added all of the balances you wish to pay for select **Go to Shopping Cart** at the top of the parent portal screen



- At the Shopping cart you will need to verify all billing information for accuracy the last verification will be you selecting “**Complete Order**”
- Payment will be processed and a **Receipt** can be viewed and printed
- At the bottom of your receipt select **Logout**

Wilmette Public Schools
<http://www.wilmette39.org>
 615 Locust Road
 Wilmette, IL 60091
 847-256-2450