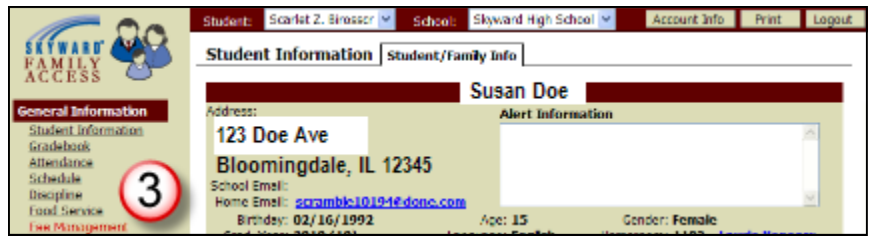


Making a Payment for Food Service

1. Visit www.asd4.org Addison Elementary School District 4



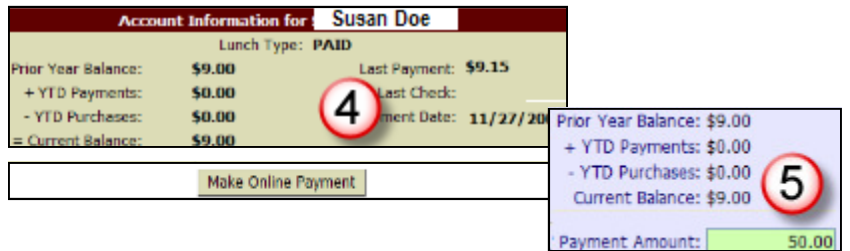
2. Under FOR PARENTS click FAMILY ACCESS



(Food Service) Fee Listing:

3. Select FOOD SERVICE from the menu on the left

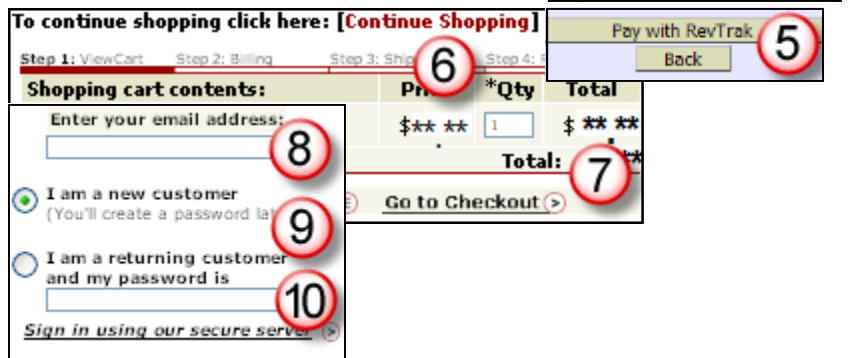
4. View Fees and Click MAKE ONLINE PAYMENT



5. Select amount & click PAY WITH REVTRAK

6. Click CONTINUE SHOPPING or

7. Click GO TO CHECKOUT



8. Enter your EMAIL ADDRESS

9. Select:

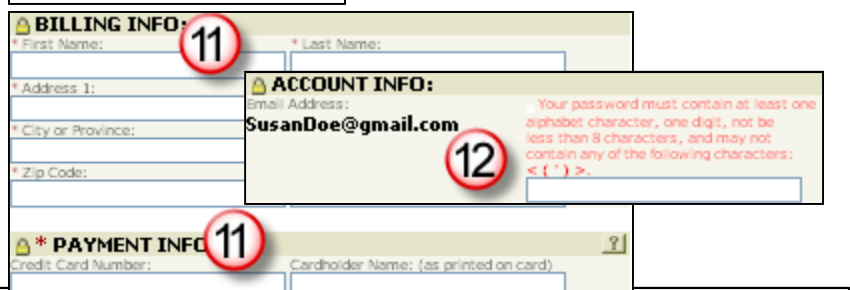
NEW OR RETURNING CUSTOMER

(If Returning, enter password)

10. Click SIGN IN

11. Fill in BILLING & PAYMENT INFO

12. Create PASSWORD if a new customer



13. Verify info & click COMPLETE ORDER

14. View & print RECEIPT if desired

15. Click LOG OUT on bottom left

16. Credit card statements will show payment made to the school district.

