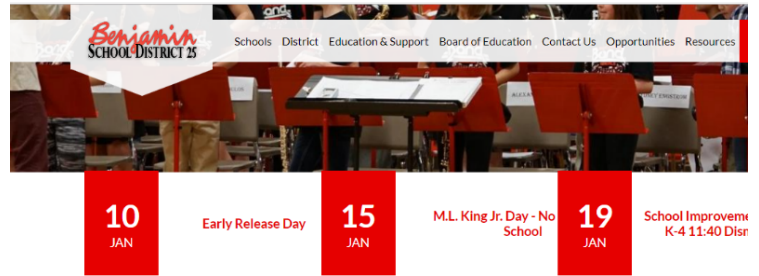


OnLine Payments:

1. Click the “RevTrak” icon on the webpage. (You are either on Benjamin District homepage, Benjamin Middle School homepage or Evergreen Elementary School homepage.) Partial homepages with icons are shown below. In order District, BMS, EES.

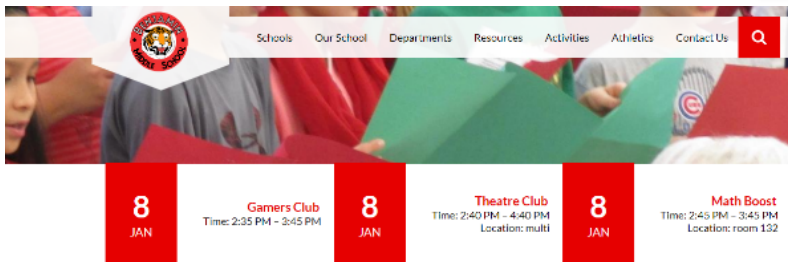


[VIEW ALL EVENTS](#)



Spotlight Message

Our website is currently undergoing many changes. Please pardon the dust as we update and organize content.



[VIEW ALL EVENTS](#)



Spotlight Message

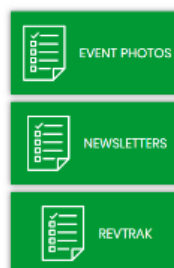
Please click on the Read More box to open today's announcements.

The January newsletter has been posted.

[READ MORE](#)



[VIEW ALL EVENTS](#)

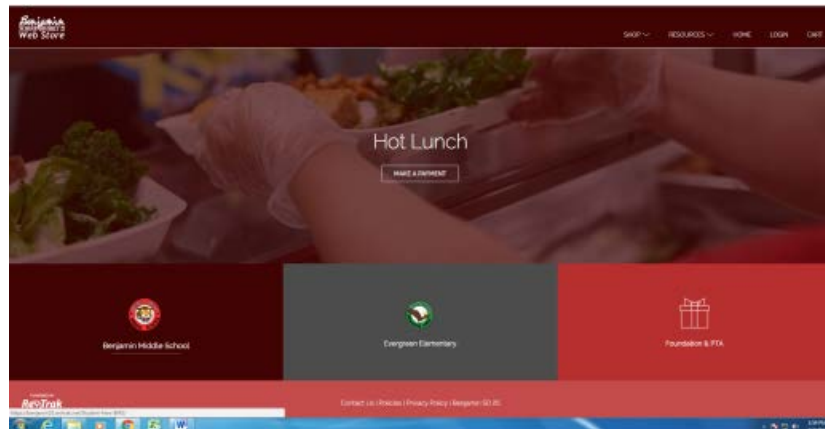


Spotlight Message

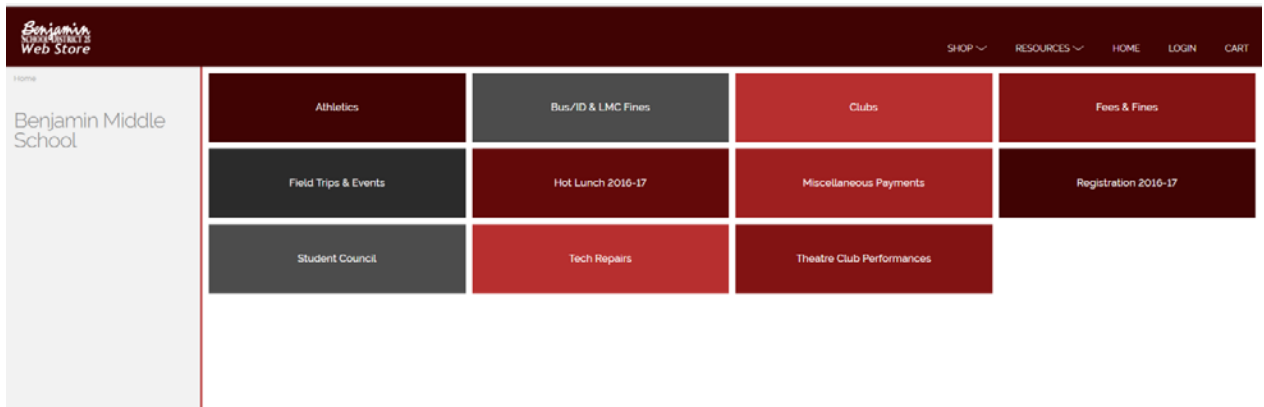
NO BOKS OR CHESS CLUB UNTIL FEBRUARY



2. Click the appropriate tile at the bottom (ie: Benjamin Middle School, Evergreen Elementary, Foundation/PTA) You can choose Hot Lunch here if you like.



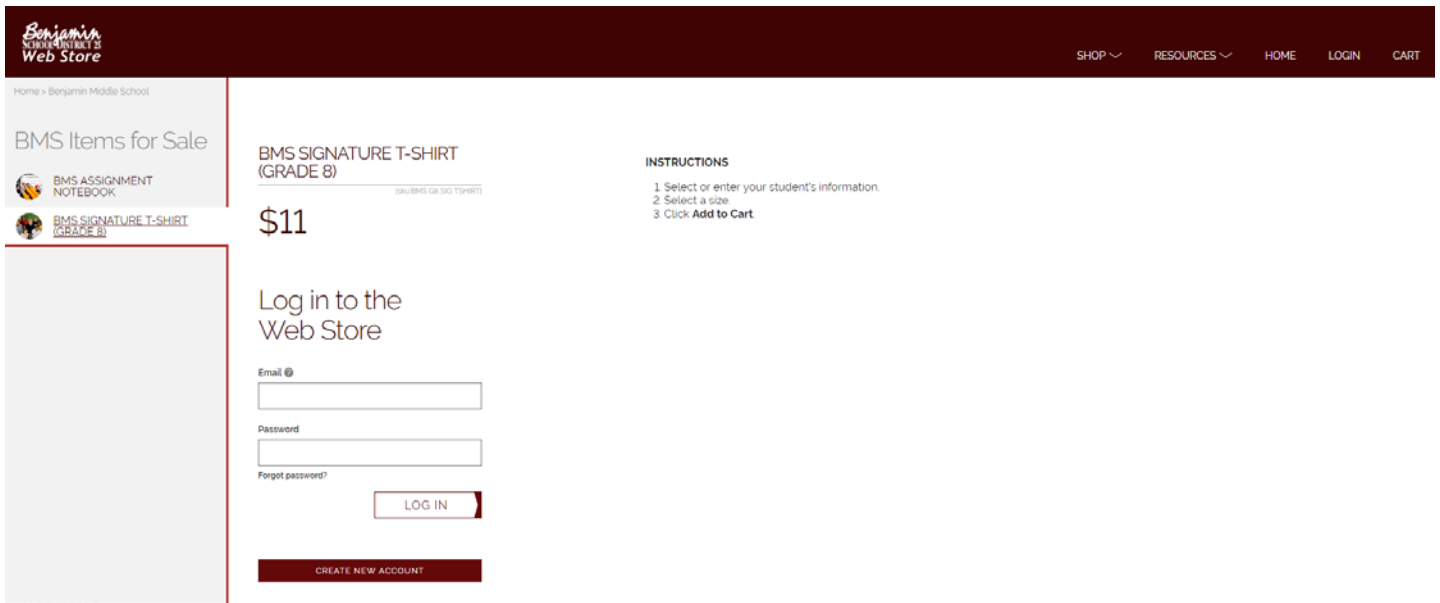
3. Click the tile you wish to shop. (See sample below)



4. Login with the correct information. If you are asked to login to the **Web Store**, please use your **RevTrak** user name (*this is an email address*) and password. The Web Store login box should come up when shopping for all but Hot Lunch. If you don't have a RevTrak account, you will need to create one. (See page 4 for instructions)

Note, when you click on **Hot Lunch** you are immediately asked to login with your **PowerSchool** user name and password. Choose your student and dollar amount. You will then be asked to login with your **RevTrak** information *after you click Checkout*.

Below is a sample screen shot of a non-lunch payment. Please note the *Web Store login*.



Below is the screen you will see after clicking Hot Lunch. Please note the *Powerschool login*.



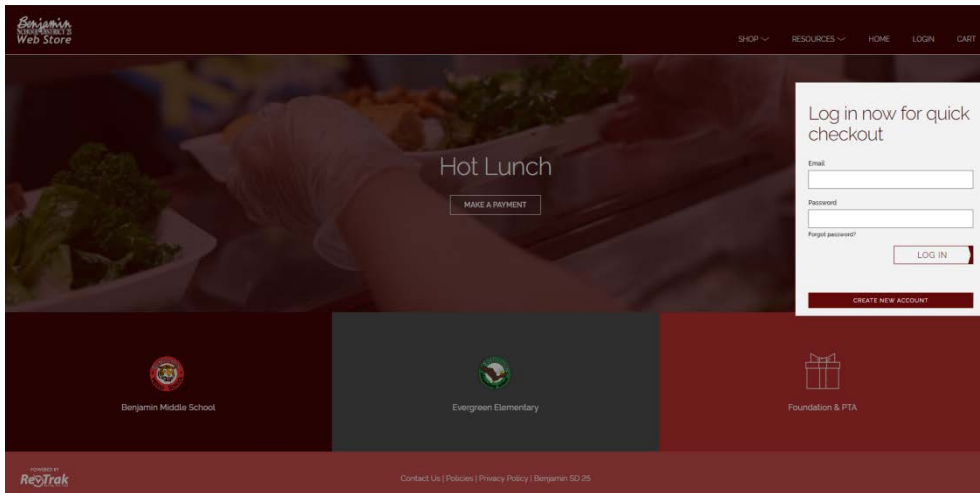
5. When finished shopping click “Checkout”



Review and Submit. Click “Place Order”. You can cancel/go back if you click the “X” in the upper left corner.

TO CREATE A NEW REVTRAK ACCOUNT: (This is your WebStore/RevTrak account which will be used for *all on-line payments.*)

1. Click “Create New Account”



2. Fill in the required information and click “Create Account”

A screenshot of the 'Create a new account' registration form. The form is titled 'Create a new account' and includes the following fields: First Name, Last Name, Address, Address (cont), City, State (dropdown), Country (United States), Zip Code, Phone, Email, Password, and Confirm Password. At the bottom, there are 'CANCEL' and 'CREATE ACCOUNT' buttons. The header of the page shows the store name and navigation links.