

## ONLINE PAYMENTS NOW AVAILABLE!

The Carlisle Community School District now provides parents an **easy** way to add money to your student's food service account or to pay school related fees. We have established a secure Web Store, powered by RevTrak. Our **new Web Store** offers parents a **convenient** payment option when adding money to food service accounts or paying school related fees. Online payments can be made using a VISA, MasterCard or Discover credit or debit card.

### How to Make Online Payments

1. **Visit** our district website at [www.carlislecsd.org](http://www.carlislecsd.org).
2. Click **RevTrak Payment System** link on homepage under the Resources tab or as a quick link on the left side of the page.
3. Click **Online Payments under Browse at the top of the page.**
4. Log in to the Web Store or Create a New Account
5. Enter the **User Name for your Infinite Campus Parent Portal account** and a **student's Date of Birth** (if more than one student you can enter any date of birth)
6. **Select the Food Account or Required Fees and enter the amount** you would like to add to your student's food service account or the amount you would like to make a payment for and click **Add to Cart.**
7. **Confirm your selections and amounts you have entered** and click the **Go to Checkout** button to proceed to checkout or the **Continue Shopping** button to add additional items to your cart.
8. At the checkout screen, if this is your first purchase in the Web Store, enter a valid email address and click the **Continue** button. This email address will serve as your Web Store account login on subsequent visits. If you are a returning customer, enter the email address and password you established on your first visit and click the **Sign in** button.
9. Complete billing and account information, if applicable.
10. Verify information and click the **Complete Order** button. Your order will be processed, and you may then view and print your receipt, if desired.

### Need Help?

**Forgotten Web Store Password?** Click Password Reminder, enter your email address and click arrow. Your password will be emailed to you shortly.

**Forgotten Infinite Campus Username?** Go to the Infinite Campus Parent Portal sign in page and click on the Help button.

