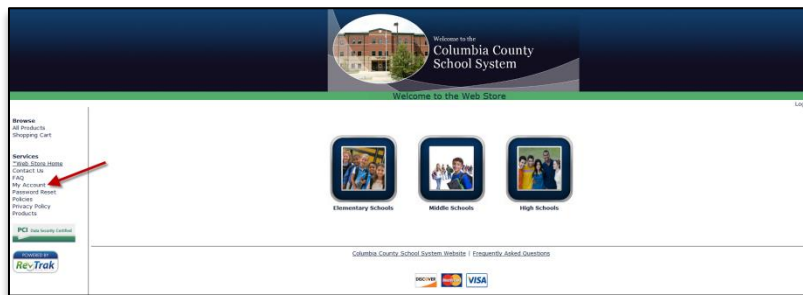


How to make a Payment through Parent Portal:

- Go to the CCBOE Web Store at <https://ccboe.revtrak.net>
- On the left side Navigation Menu select **My Account** from below the Services section



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

My Account

You do NOT need an account to start shopping at the Web Store!

Fill a shopping cart and proceed to checkout, just like any other online shopping experience. To create My Account you will be asked for your email address and a password that you create. (This password is NOT issued to you).

My Account features are:

- View past orders
- Check status on current orders
- Edit your account information

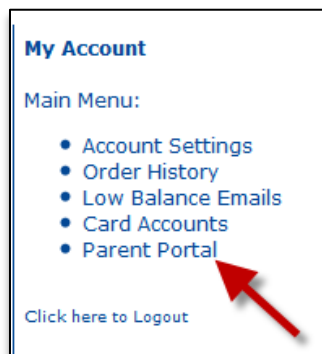
Please enter your Email and Password below to begin.

Please Login
Forgot your password?


Enter your e-mail address:


Enter your 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		
Sandi Johnson	Monthly 15/16 Your Monthly Child Care Here	\$660.00	Visa: 1111 xx/18		

- Here you can add balance(s) to your shopping cart by selecting the Shopping Basket  next to the corresponding Registration
- Once the Shopping Basket is selected a popup message will appear informing you of the amount due as well as the due date on your balance. To pay your balance due in full click **ADD**.
- After clicking **ADD** 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**

Columbia County Schools

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