



FOOD SERVICE PAYMENT INSTRUCTIONS

The Saint Francis of Assisi Catholic School now provides parents an **easy** way to add money to their student's food service account. We have established a secure Web Store, powered by RevTrak. Our **new Web Store** offers parents a **convenient** payment option when adding money to their student's food service account. Online payments can be made using a VISA, MasterCard or Discover credit or debit card. **Note: A service of 3.62% will be applied at checkout.**

How to Make Online Payments?

1. **Visit** our school website at www.saintfrancisschool.org
2. Click the **RevTrak Payments** tab on homepage to access the Web Store
3. Click **Food Service Payments**
4. Enter your Infinite Campus account **User Name** and for the **Password** use your child's birthdate (mm/dd/yyyy)
5. **Enter** the amount you would like to add to your student's food service account and click **Next Page**
6. **Confirm the amounts** and click **Go to Checkout**
7. If a **new customer**, select **I am a new customer**
 - a. Enter your **email address**
 - b. Click **Sign in**
8. **If a returning customer**, select **I am a returning customer**
 - a. Enter your **email address** and **password**
 - b. Click **Sign in**
9. Enter your **Billing and Payment Information**
10. **Create password** if required
11. Verify information for accuracy and select **Complete Order**

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 Password? Contact the school office at 457-7167 or email us at sfaschool@saintfrancisschool.org

