



ONLINE PAYMENTS

The Excelsior Springs School District provides parents an **easy** way to make payments for their students. We have established a secure Web Store, powered by RevTrak. Our **Web Store** offers parents a **convenient** payment option when adding money to their student's food service account or paying for school 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 Web Store at **essd40.revtrak.net**
2. Click on **PowerSchool**
3. Enter your **Parent Portal User Name** and **Password** to access a list of your student's fees
4. For food service, **Enter the amount** to add to your student's **food service account**
5. For fees, **select all of the fees** you will be paying for **each student** and click **Next Page**
6. **Confirm** your **payment choices** 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 information** and **create a password** (if required)
10. Enter your **payment information**
11. Verify information for accuracy and select **Complete Order**
12. A **receipt** will be emailed to you. Please check your spam filter if you do not receive it.

Need Help?

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

Forgotten Parent Portal Password or no Parent Portal Access? Click "Having trouble signing in?" under PowerSchool Parent Sign In and enter your information and click the "Enter" button. Your password will be emailed to you shortly. Or, click "Create Account" to get started.

