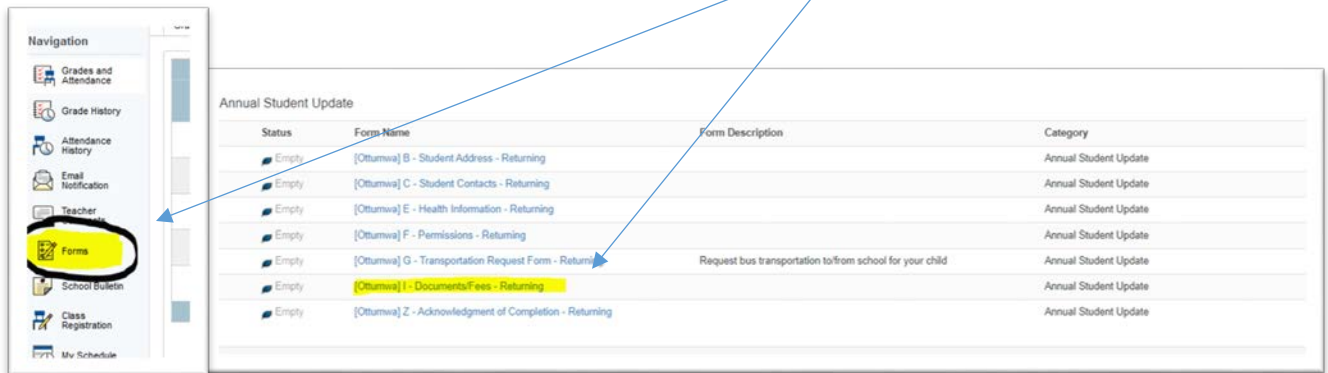


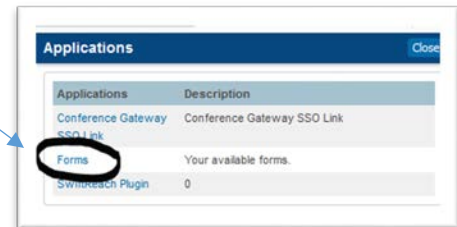


HOW TO PAY FEES USING REVTRAK

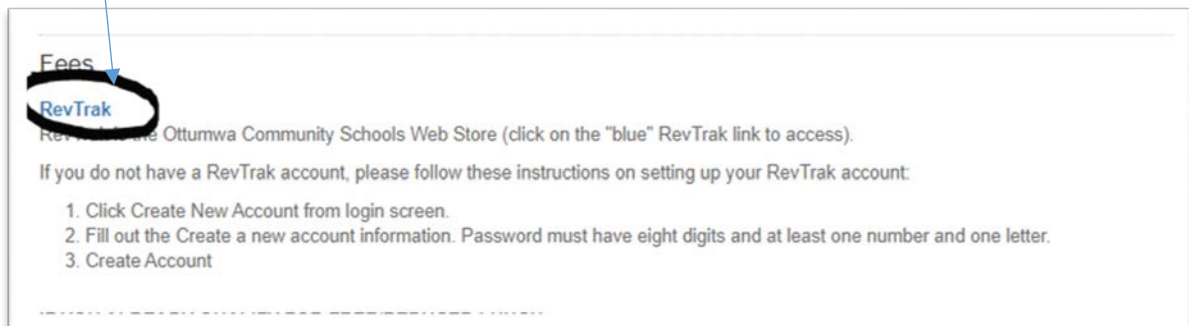
1. You can access RevTrak by clicking on “Forms” in the left navigation bar of your PowerSchool parent account and selecting the “Documents/Fees – Returning” form.



2. Forms and RevTrak are not available using the mobile app. To use your phone to register your student or pay fees, log into <https://ottumwa.powerschool.com/public> using the web browser (i.e. Safari, Google Chrome, etc.). Once you are logged in, click on the arrow in the top right of the screen to open the applications window and then click on “Forms.”



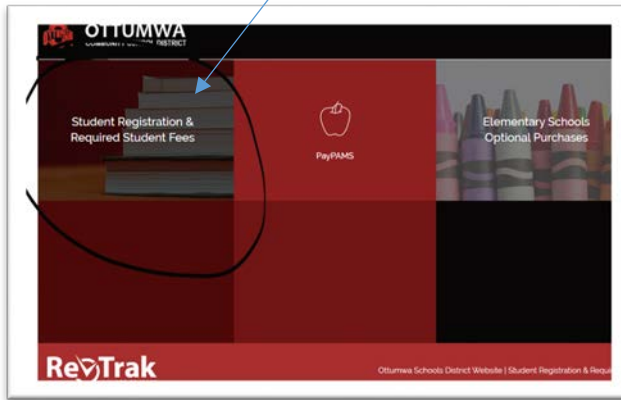
3. On the “Documents/Fees – Returning” form, you will see the RevTrak link toward the bottom of the screen. Click on that to open the RevTrak website



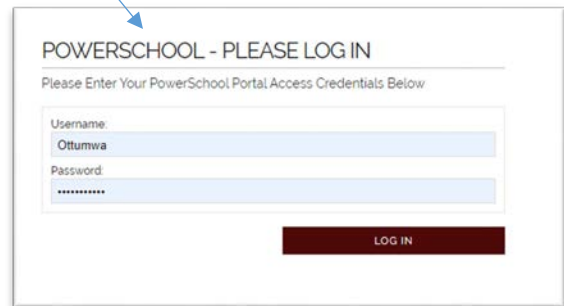
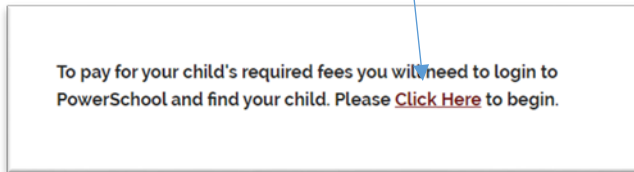


HOW TO PAY FEES USING REVTRAK

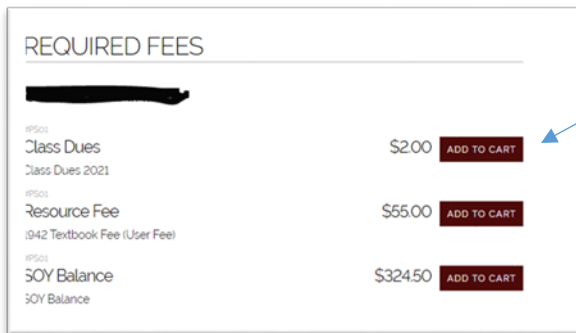
4. On the RevTrak site, click on the “Student Registration & Required Student Fees” link in the top left box.



5. On the next screen use the “Click Here” link to sign in using your PowerSchool account. Use the same username and password that you use to log into PowerSchool.



6. You will see a list of fees associated with your student. A “SOY” balance is a carryover from unpaid fees from the previous year. Click “Add to Cart” to begin the process of payment.



7. If you qualify for (or have applied for) free or reduced lunch, please do not pay fees at this time. Please review the information on the “Documents/Fees” form concerning fees and free or reduced lunch.