

# Brighton Central School District

## Parent Portal Payment Guide



Visit the Brighton Schools Web Store to make payments **ONLINE!**

<https://brightonschools.RevTrak.net>

**NOTE: If this is your first time using this website, enter your email address and select "Forgot password?" to set up your account.**

### Login to **Existing** RevTrak Account

- ◆ Using your existing RevTrak account **Email Address** and **Password**, log in to your RevTrak account.
- ◆ Select **"My Account"** from the top navigation bar on your screen.
- ◆ Within the **"My Account"** page, select **"Parent Portal"** from the drop down menu.
- ◆ This action will bring you to a screen where you can view all registrations with balance that exist within your account.

### Parent Portal

Registrations with Balance			
Student	Class	Balance Due	Card On File
Samantha	Algebra 1 Semester 1 (021021) Academic Summer School	\$25.00	NA

  

Open Registrations			
Name	Class	Start Date	Registration Date
Samantha	Algebra 1 Semester 1 (021021) Academic Summer School	05/31/2017	03/02/2017

- ◆ To add an unpaid balance to your cart, select the **Shopping Cart** icon ( ) next to a registration.  
**\*NOTE: Do not select the ( ) icon as this will simply update card information, not process a payment.**
- ◆ If given the option, select or enter the exact amount you would like to pay at this time.  
**\*NOTE: If your account balance is past due, you will be required to pay the past due balance in full.**
- ◆ Your **Shopping Cart** will appear on your screen, showing all items that have been added to your shopping cart. When you are ready to process the payment select **Checkout**, within your **Shopping Cart**.
- ◆ Within the Checkout screen, you can verify your billing address and **Select a Payment Option**, prior to hitting **"Complete Order"**.
- ◆ When you hit **"Complete Order"**, your payment will be processed and a **Receipt** will appear. Your receipt will also be emailed to the address on file.