

To: School District of Spring Valley Families
From: Don Haack, Superintendent
Date: 12/1/2015
Re: New Online Food Service Payment Option

The School District of Spring Valley has teamed with RevTrak to provide an online credit/debit card payment option for food service payments for our families. There are two ways to access the site to make payments – either through Family Access or via the RevTrak button on our District website’s home page. The RevTrak button takes you to Family Access. The steps to make a payment are:

- Log into Family Access
- Click on the Food Service button on the left
- Click on “Make a Payment”
- Click on “Update Payment Amount”
- Enter the payment amount and click on “Update Cart”
- Click “Pay with Vendor”
- When you click yes, it will take you to the Web Store, and you can click “Go To Checkout”
- If you haven’t been there before, select “I am a new customer”, enter your email address and “Continue”. If you are a returning customer, select “I am a returning customer”, enter your email address, password, and select “Continue”
- Enter your billing and payment information. Create a password if required.
- Verify your information for accuracy and select “Complete Order”
- Payment will be processed and a receipt can be viewed and printed. A copy of your receipt will also be sent to the email address provided during account set-up.
- Log Out of the Web Store

If you have any problems, please don’t hesitate to contact us so that we can help you. Payments may still be sent to school as they have been in the past.