



ONLINE PAYMENT INSTRUCTIONS

Saint Francis of Assisi now provides parents an **easy** and **convenient** way to make Preschool and Kids Care payments. Parents may pay with Discover, MasterCard or VISA credit or debit cards. Our Web Store accepts payments over the internet 24/7. By contracting with RevTrak, a national credit card payment processor, we provide you a secure site for making payments. **Note: A service of 3.62% will be applied at checkout.**

Pay the Following Fees Online:

- PreSchool Payments
- Kids Care Payments

Parents can make payments online while on their home or work computer, any time of the day. It only takes a few minutes to make a payment using a Discover, MasterCard or VISA credit or debit card. The convenience of paying online is further enhanced when parents access the store and see a familiar shopping cart (just like shopping online.)

To make an online payment follow these simple steps:

- Visit www.saintfrancischurch.org or www.saintfrancisschool.org and click on **RevTrak Payments** or go directly to our Web Store at sfachurch.revtrak.net
- Click on the **fee you would like to purchase**
- Make payment using a **Discover, MasterCard** or **VISA** debit or credit card

A payment receipt will be emailed to the address used when setting up the web store account. To view or print previous online payments or to update login information please click on My Account.

Please Visit Saint Francis of Assisi Websites for Future Updates!

Saint Francis of Assisi
7075 Ashworth Road
West Des Moines, IA 50266
www.saintfrancischurch.org or www.saintfrancisschool.org



Payment Instructions

- Visit www.saintfrancischurch.org or www.saintfrancischool.org and click on **RevTrak Payments** or go directly to the Web Store at sfachurch.revtrak.net
- Select **fee** and **enter required information** in the spaces provided
- Select **Add To Shopping Cart**
- To make a payment for another student or to purchase another fee, click **Continue Shopping**
- When all items are in shopping cart, click **Go to Checkout**
- If a **new customer**, select **I am a new customer**. Enter your email address and “Sign In.” If a **returning customer**, select **I am a returning customer**. Enter your email address, password, and selected “Sign In.”
- **Enter your billing and payment information. Create a password** if required.
- Verify information for accuracy and select **Complete Order**.
- **Payment will be processed** and Receipt can be viewed and printed. An emailed receipt will be sent to the email address provided during account set up.
- **Logout**

Your Shopping Cart

Create an account with us, and make reordering a snap!

Enter your email address:

I am a new customer
(You'll create a password later)

I am a returning customer and my password is

[Sign in using our secure server](#) >
[Forgot your password? Click here.](#)

Step 1: ViewCart Step 2: Order Info Step 3: Payment Step 4: Receipt

Shopping cart contents:	Price	Qty	Total
Baseball Notes: xxxxxx 1st participant?: 2-4 grade 2nd participant part 2: 2-4	\$90.00	1	\$90.00
			Total: \$90.00
			Order Total: \$90.00

< RETURN TO CART

BILLING INFO:

* First Name: * Last Name:

* Address 1: Address 2:

* City or Province: * State: / Country: /

* Zip Code: * Telephone:

ACCOUNT INFO: ?

* Email Address: john_anderson@demo.com * Password: See Hints

* Please re-enter password:

*Required field [Continue](#) >

Web Store Links for Additional Information:

Services

- [*Web Store Home](#)
- [Contact Us](#)
- [FAQ](#)
- [My Account](#)
- [Password Reset](#)
- [Policies](#)
- [Privacy Policy](#)
- [Products](#)

- **Contact Us:** Request additional information or questions about a payment
- **My Account:** To look up previous transactions and change address or password information
- **Password Reset:** To send an email requesting a forgotten password