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 <u>www.saintfrancischurch.org</u> or <u>www.saintfrancisschool.org</u> and click on **RevTrak Payments** or go directly to our Web Store at <u>sfachurch.revtrak.net</u>
- 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

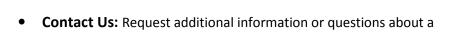


Payment Instructions

- Visit <u>www.saintfrancischurch.org</u> or <u>www.saintfrancisschool.org</u> and click on RevTrak Payments or go directly to the Web Store at <u>sfachurch.revtrak.net</u>
- 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.

Web Store Links for Additional Information:

Logout



My Account: To look up previous transactions and change address or password information

Password Reset: To send an email requesting a forgotten password





Services

*Web Store Home Contact Us FAQ My Account Password Reset Policies Privacy Policy <u>Products</u>