



Welcome to the

Mukwonago

Area School District

"Students, Staff, Community...Building Better Schools Together"



ONLINE PAYMENTS NOW AVAILABLE!

The Mukwonago Area School District now provides parents an **easy** way to pay student fees and/or add money to their student's food service account. We have established a secure Web Store, powered by RevTrak. Our new **RevTrak Web Store** offers parent and guardians a **convenient** payment option when paying student fees or adding money to their student's food service account. Online payments can be made using a Discover, VISA, or MasterCard credit or debit cards, as well as by eCheck. For security purposes, please perform this from a private home device (not a public device). Your balances will be updated **immediately** after the payment processes.

Please note a service fee of 3.49% will be applied to all online payments at checkout.

IMPORTANT: You will use your Infinite Campus parent/guardian portal account in Step 4 below. This pulls your student fees information. If you don't have a portal account, please visit our district website for information on how to request a portal account: <http://www.masd.k12.wi.us/masd-infinitecampus.cfm>.

HOW TO MAKE ONLINE PAYMENTS:

1. **Visit** our district website at <http://www.masd.k12.wi.us> and click the **Online Payments** button, or go directly to the RevTrak Webstore at <https://mukwonago.revtrak.net>.
2. On the Student Fees and Food Service Payments scroll, click on **Click Here**. You may also click on the **Blue Apple** on your screen.
3. Enter your **Email Address**.
 - a. If you are a **New Customer** to the Web Store, select **Create a New Account**.
 - i. Enter requested information.
 - ii. Click on **Create New Account**.
 - b. If you are a **Returning Customer**,
 - i. Enter your **Email Address** you have previously used to make an online payment.
 - ii. Enter your **Password** and click on **Log In**.
4. Enter your Infinite Campus **Portal User Name** and a **currently enrolled child's birthdate** to login.
5. Food Service account balances display on the screen when you are signed in.
Enter the amount you would like to pay towards to your student's food service account in the **Add Funds** field and click **Add to Cart**.
6. Click on your student's name to pay student fees. **Enter** the amount you would like to pay and click **Add to Cart**.
7. In the Cart, you can click on the back arrow to go back to the student fees page. If you do not want to continue with the transaction, you can click **Clear Cart**. To continue with payment, click **Checkout**.
8. Enter your payment information with ECHECK or debit/credit card. Enter new information or pay with previously entered card. Click **Continue**.
9. **Verify** information for accuracy and select **Place Order**.
10. **Save** or **print** your receipt and click to logout. Your receipt will also be emailed to you.

FORGOTTEN PASSWORD?

Click **Password Reminder**, enter your email address & click the arrow to submit. Your password will be emailed.