



## **ONLINE PAYMENTS NOW AVAILABLE!**

eAchieve Academy now provides parents an **easy** and **convenient** way to pay school fees. Parents may pay with Discover, MasterCard, or VISA credit or debit cards for these items. 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.

### **Pay the Following Fees Online**

- Books
- Prom
- AP Exams
- Transcripts

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).

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### **To make an online payment follow these simple steps:**

1. Visit our school Web Store at <https://waukesha.revtrak.net>
2. Select the eAchieve Academy button and the item you wish to purchase
3. Make payment using a Discover, MasterCard, or VISA debit or credit card or eCheck

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

**Please Visit the Waukesha School District Web Store for Future Updates!**

Waukesha School District  
222 Maple Avenue  
Waukesha, WI 53186

<http://waukesha.revtrak.net>



Please see reverse side for detailed online payment instructions.

## Payment Instructions for the Waukesha School District Web Store

- Visit the school district Web Store at <http://waukesha.revtrak.net>
- Select **payment type** and **payment item/fee**
- Enter **required information**
- Click **“Add to Shopping Cart”**
- To make a payment for another fee or student, click **“Continue Shopping”** and select **additional fee type and fees**
- When all fees 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 and password. Select **“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. A 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 >](#)

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

Shopping cart contents:	Price	Qty	Total
Baseball Note: xxxxxx 1st participant?: 2-4 grade 2nd participant part 2: 2-4	\$90.00	1	\$90.00
			<b>Total: \$90.00</b>
			<b>Order Total: \$90.00</b>

[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:

[Continue >](#)

\*Required field

## 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 ask questions about a payment
- My Account: To look up previous transactions and change address or password information
- Password Reminder: To send an email requesting a forgotten password