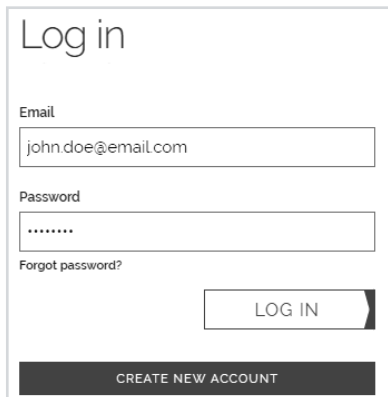


## Create an Account



Log in

Email  
john.doe@email.com

Password  
.....

Forgot password?

LOG IN

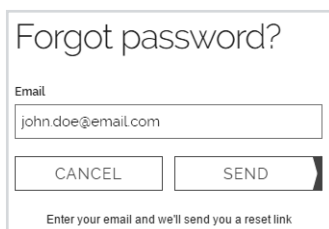
CREATE NEW ACCOUNT

- ▶ Visit the **RevTrak®** Web Store.
- ▶ **Log in or create an account before shopping to expedite your checkout experience.** Your account tracks all orders associated with your email. You may click outside the login prompt to start shopping, but you must log in or create an account prior to payment.

**New Customer:** Click **Create New Account**. Complete the new account form. The email provided will be used to log in for subsequent visits and will receive order confirmations.

**Existing Customer:** Provide the email address and password established when you created the account. Click **Log In**.

## Reset Account Password



Forgot password?

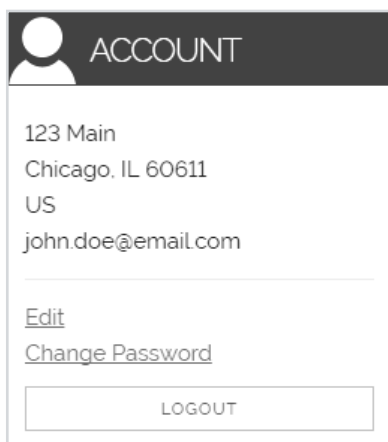
Email  
john.doe@email.com

CANCEL SEND

Enter your email and we'll send you a reset link

- ▶ Click **Login** (top right, if the login window did not pop up) and **Forgot Password?** (under the password field).
- ▶ Provide the email used to sign into the Web Store.
- ▶ Click **Send**. A reset link will be sent to the email.

## Change Account Email/Password



ACCOUNT

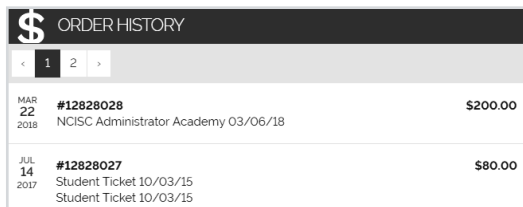
123 Main  
Chicago, IL 60611  
US  
john.doe@email.com

[Edit](#)  
[Change Password](#)

LOGOUT

- ▶ Log into **My Account** and view the **Account** section.
- ▶ To update your email, click **Edit**.  
  
Changing your email will require you to use the new email to sign in during subsequent visits. Your original email will no longer be valid. To keep your current email, click **Cancel**.
- ▶ To update your password, click **Change Password**. You must provide your old password.
- ▶ Click **Update**.

## Order History (view/print receipts)

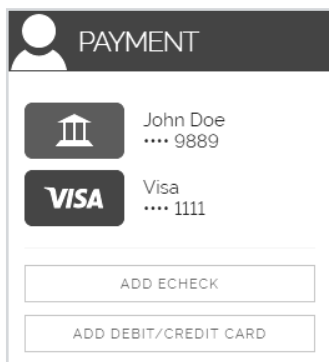


ORDER HISTORY		
MAR 22 2018	#12828028 NCISC Administrator Academy 03/06/18	\$200.00
JUL 14 2017	#12828027 Student Ticket 10/03/15 Student Ticket 10/03/15	\$80.00

You may view orders and order details associated with your account. If you created another Web Store account separate from your initial account, you must log into that account to view order history and receipts. **Order history is not transferrable between accounts.**

- ▶ Log into **My Account** and view the **Order History** section. All orders associated with that account will be listed.
- ▶ Click on the order to view, save, or print details.

## Add/Edit a Card or Account



**PAYMENT**

John Doe  
.... 9889

VISA  
.... 1111

ADD ECHECK

ADD DEBIT/CREDIT CARD

- ▶ Log into **My Account** and view the **Payment** section.

**IF OFFERED:** eChecks may not be offered on your Web Store. This feature will only appear if available.

- ▶ To **add card or eCheck**, click the button for the intended option and provide the required information. Click **Add**.
- ▶ To **edit an existing card or eCheck**, click the graphic for the intended option. You may edit the card expiration or the eCheck nickname; other edits require a new card or eCheck payment option be added. Click **Update**.
- ▶ To **delete an existing card or eCheck**, click the graphic for the intended account. Click the trash receptacle graphic. Click **Confirm Delete**.

## Linked Accounts



**LINKED ACCOUNTS**

J Jonathan Toews (190510) Skyward File Drop

J John Smith (2221) WinSNAP


S Susan Larsen (1234123) NutriKids

- ▶ Log into **My Account** and view the **Linked Accounts** section.

**IF OFFERED:** If the Web Store validates a student's information (e.g. last name and ID) in order to pay, the student will be "linked" to the Web Store account used for payment. Students may be added or removed from the Web Store account.

- ▶ Click a student's name to view settings.

If food service auto-replenish or low balance emails are available on the Web Store, settings may be managed in the student's management screen.

**Remove a Student:** Click the student's name and then the  **Remove Account** link. **Add a Student:** Provide student details at the payment item (automatically links once added).

