

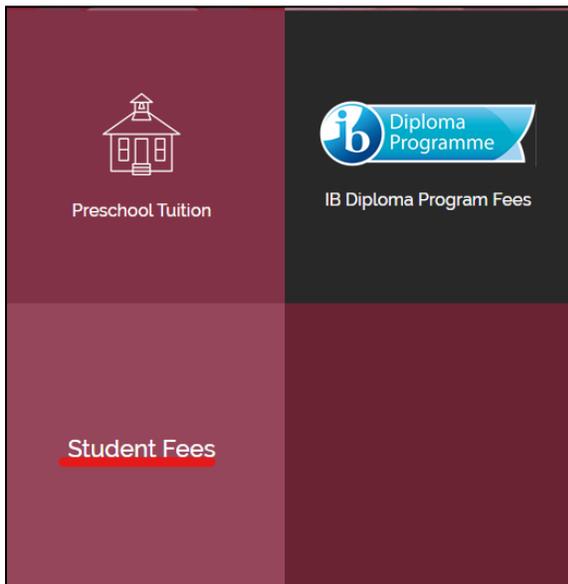
Student Device Insurance Payment Instructions

[Instrucciones en español](#)

[Click this link for information](#) about the SSPPS Student Device Insurance Plan.

School District Insurance Payment

1. If you opted to purchase insurance, go to sspps.revtrak.net.
2. Click the **Student Fees** tile.



3. Log in to the Web Store. If you as a parent haven't already created an account, click **Create New Account**.

A screenshot of a login form titled "Log in to the Web Store". It features two input fields: "Email" with a help icon and "Password". Below the password field is a link for "Forgot password?". A "LOG IN" button is positioned to the right of the password field. At the bottom of the form is a dark red button labeled "CREATE NEW ACCOUNT".

4. If your student is not already listed, click **Add Student**.

South St. Paul Public Schools

BROWSE SERVICES HOME MY ACCOUNT CART

Fee Management

Fee Management Default Item

REQUIRED FEES

You successfully signed in to Fee Management, however there are no accounts that have required fees.

OPTIONAL FEES

You successfully signed in to Fee Management, however there

5. Type your student's **ID Number** and **Last Name**. (The student number can be found on the **Today** tab of the Infinite Campus parent portal.) Click **Add Student**.

Fee Management

ADD STUDENT

Student ID:

Student Last Name:

ADD STUDENT

Fee Management Default Item

6. Click **Add To Cart** to purchase the **2025-26 Student Device Insurance**.

REQUIRED FEES

You successfully signed in to Fee Management, however there are no accounts that have required fees.

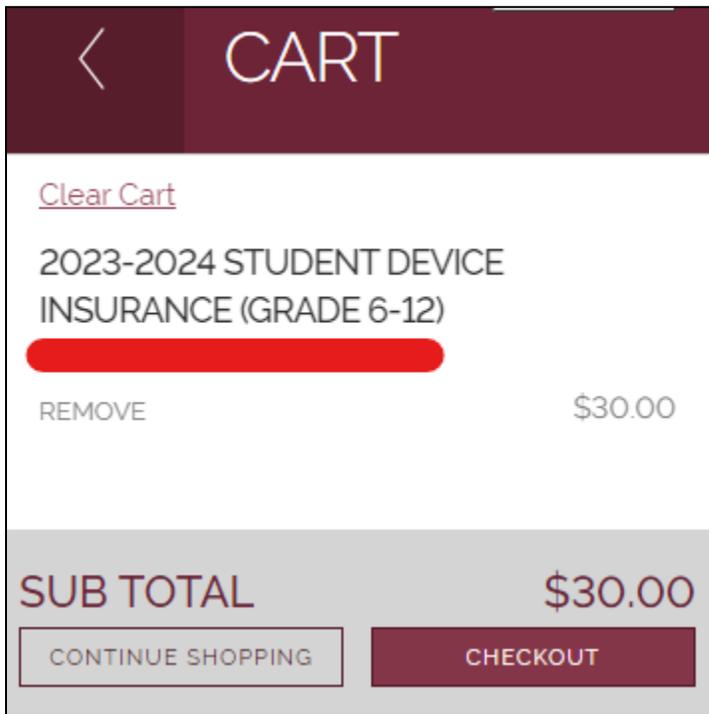
OPTIONAL FEES

#FM01

2023-2024 Student Device Insurance (Grade 6-12) \$30.00

ADD TO CART

7. Click **Checkout** if you are only purchasing insurance for one student. Click **Continue Shopping** to add another student (return to step 4).



8. Choose your payment method by clicking **Use Credit/Debit** or **Use Check**. Complete the payment process.

The screenshot displays the 'ECHECK' payment form. It features the 'ECHECK' logo in green and the text 'Add an eCheck for a *quicker* checkout experience'. The form includes several input fields: 'Routing Number*', 'Account Number*', 'Verify Account Number*', 'Name on Account*', and 'Nickname'. Below these is a 'FOR' field containing a check number and routing information. At the bottom, there are two buttons: 'USE CREDIT/DEBIT' and 'USE ECHECK'.

9. Once the payment has been completed, you will receive a confirmation email to the address that you added to your account.

Please contact the SSPPS Technology Department at ParentTechHelp@sspps.org if you have any questions.