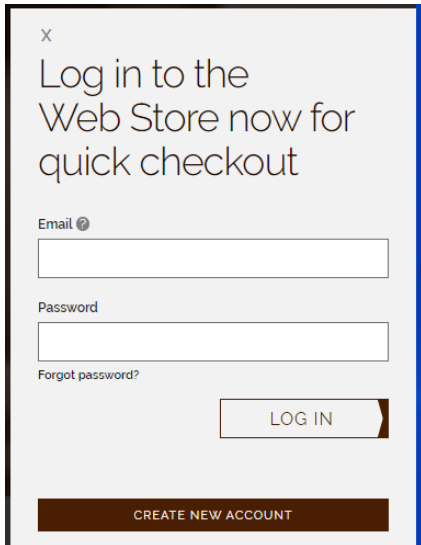


Parent Instructions for RevTrak

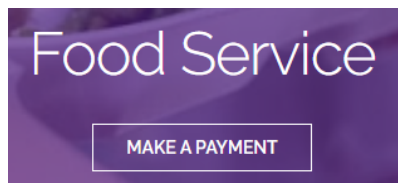
(Your code was sent by email with the subject heading "Glenbrook Food Service" on July 15, 2022)

1. Go to <https://glenbrookfoodservice.revtrak.net/>
2. Click CREATE NEW ACCOUNT to complete the setup

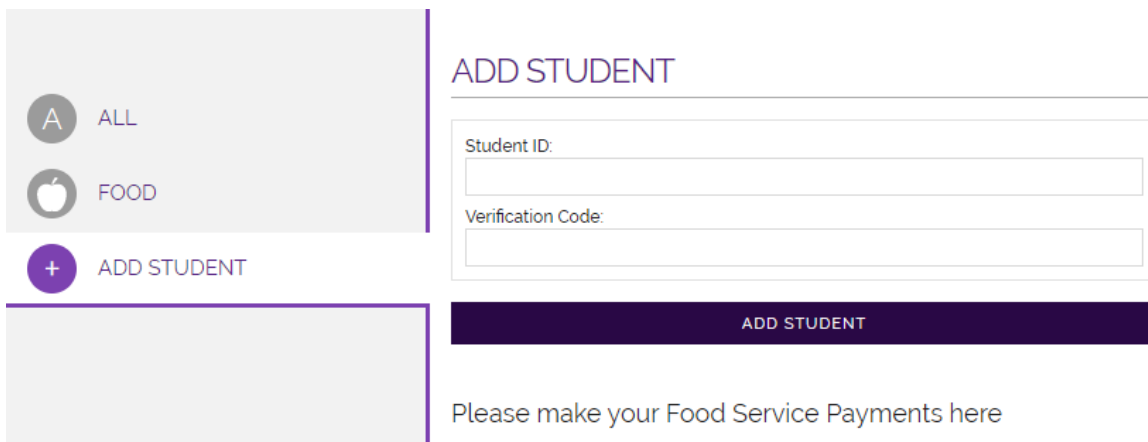
A screenshot of the RevTrak login page. At the top, it says "Log in to the Web Store now for quick checkout". Below this are two input fields: "Email" and "Password". There is a "Forgot password?" link next to the password field. A "LOG IN" button is positioned below the password field. At the bottom of the form, there is a "CREATE NEW ACCOUNT" button.

3. Passwords must contain capital letter, number, lowercase letters and make sure it is at least 10 characters
4. After the account is setup, LOG IN

5. Click MAKE A PAYMENT



6. Click ADD STUDENT

A screenshot of the RevTrak "ADD STUDENT" page. On the left, there is a sidebar with three options: "ALL" (with a circle icon), "FOOD" (with an apple icon), and "ADD STUDENT" (with a plus icon). The main area is titled "ADD STUDENT" and contains two input fields: "Student ID:" and "Verification Code:". Below these fields is a dark purple button labeled "ADD STUDENT". At the bottom of the page, there is a text prompt: "Please make your Food Service Payments here".

- a. Enter the student's id
- b. Enter the student's verification Code
Your code will be sent by email on 8/1/2022 or later
- c. Click ADD STUDENT

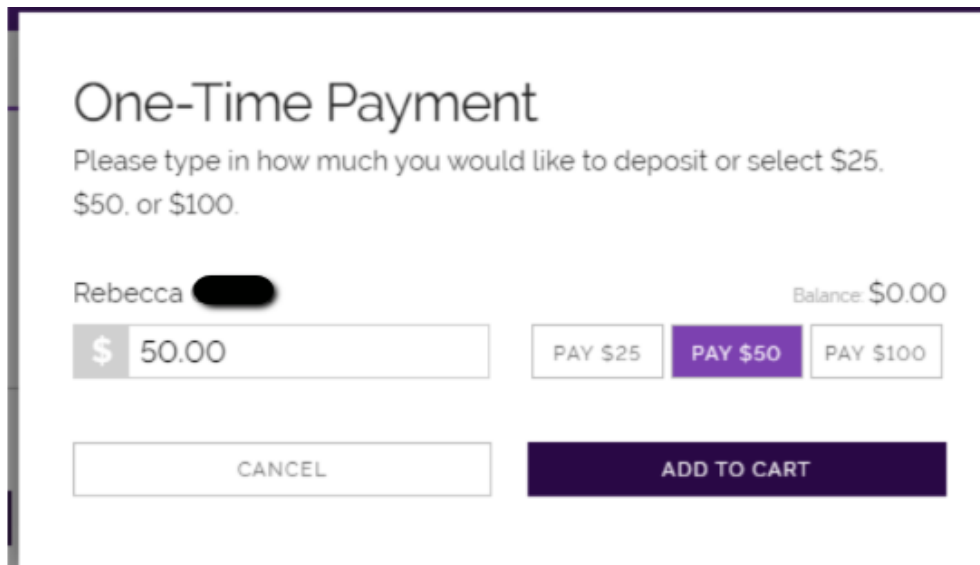
7. Your student will be listed on the screen

MAKE ONE-TIME PAYMENT

8. All previous balances will be transferred over

9. To make a one-time payment click

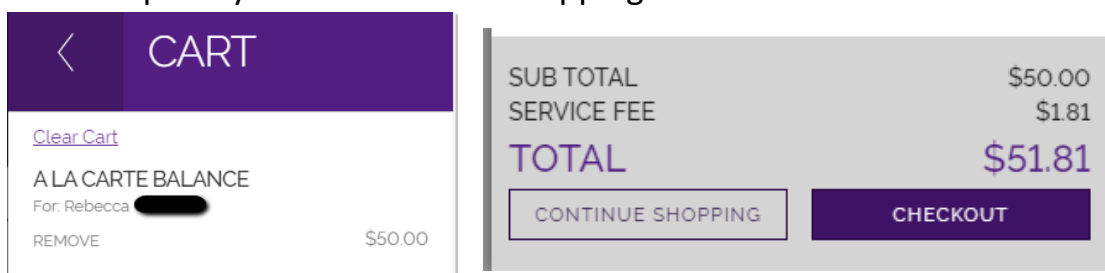
- a. This screen will appear for you to enter your payment



The screenshot shows a 'One-Time Payment' screen. At the top, it says 'One-Time Payment' and 'Please type in how much you would like to deposit or select \$25, \$50, or \$100.' Below this, the name 'Rebecca' is displayed next to a redacted ID. To the right, the balance is shown as '\$0.00'. There is a text input field with a dollar sign and the value '50.00'. To the right of this field are three buttons: 'PAY \$25', 'PAY \$50' (which is highlighted in purple), and 'PAY \$100'. At the bottom, there are two buttons: 'CANCEL' and 'ADD TO CART' (highlighted in purple).

- b. Enter the amount you would like to pay and click ADD TO CART

c. At this point you can Continue Shopping or Check Out



The screenshot shows a 'CART' screen. On the left, there is a back arrow and the word 'CART'. Below this, there is a link 'Clear Cart'. The cart contains one item: 'ALA CARTE BALANCE' for 'Rebecca' (ID redacted) with a price of '\$50.00' and a 'REMOVE' button. On the right, there is a summary table:

SUB TOTAL	\$50.00
SERVICE FEE	\$181
TOTAL	\$51.81

Below the table are two buttons: 'CONTINUE SHOPPING' and 'CHECKOUT' (highlighted in purple).

10.To setup Auto Replenish or get a low Balance Email

a. Click

SET UP AUTO REPLENISH

b. This screen will appear when you turn the options on

The screenshot shows a settings page with two main sections: 'AUTO-REPLENISH' and 'LOW BALANCE EMAIL'. Both sections have a toggle switch labeled 'Enabled' which is turned on. The 'AUTO-REPLENISH' section includes a 'Food Service' label, two input fields for 'When my balance falls below' (set to \$25.00) and 'I would like to add' (set to \$50.00), and a 'Payment Method' section with a warning message: 'You must first add a payment method in order to enable low balance payments.' Below this are two buttons: 'Add eCheck' and 'Add Debit/Credit Card'. A note states 'A service fee of 3.62% will be applied to payments.' and there is a checkbox for 'I agree to recurring payments.' which is unchecked. The 'LOW BALANCE EMAIL' section has a 'Balance Threshold' input field set to \$25.00. At the bottom are 'CANCEL' and 'SAVE' buttons.

AUTO-REPLENISH Enabled ☒

Food Service

When my balance falls below: \$ 25.00

I would like to add: \$ 50.00

Payment Method

You must first add a payment method in order to enable low balance payments.

Add eCheck Add Debit/Credit Card

A service fee of 3.62% will be applied to payments.

☐ I agree to recurring payments.

LOW BALANCE EMAIL Enabled ☒

Balance Threshold: \$ 25.00

CANCEL SAVE

c. Enter the low balance and how much you would like to add

d. Be sure to setup your banking information!

e. Enter the low balance amount to receive an email. When your student goes below this amount, you will receive an email.

f. Click Save