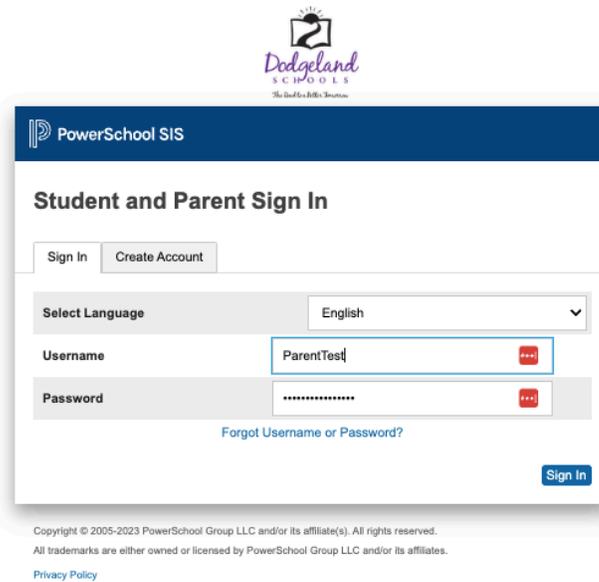


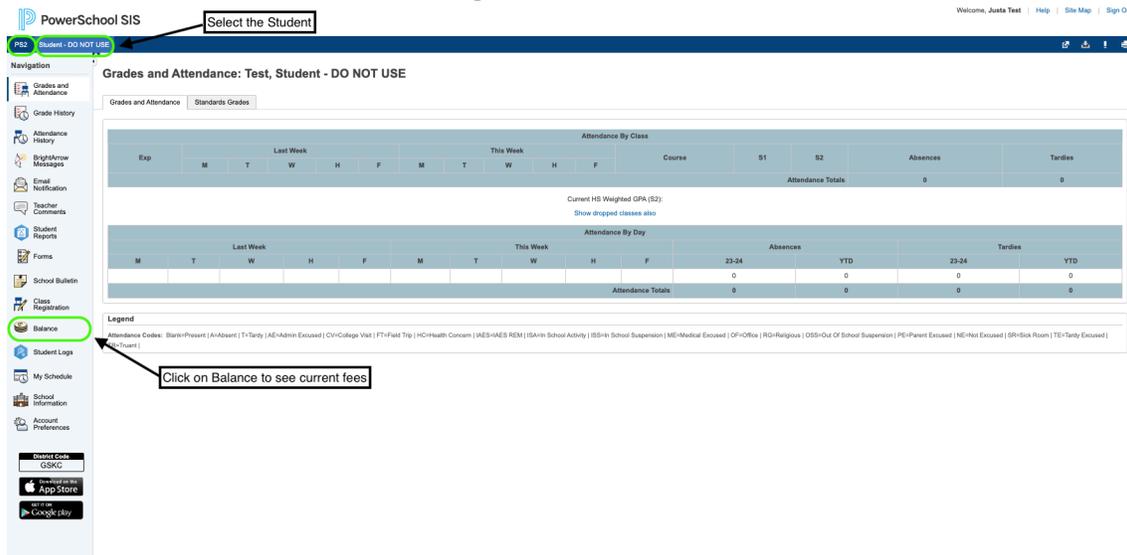
PowerSchool Fees

School Fees can easily be added and monitored via the PowerSchool Parent Portal. You are now able to log into your PowerSchool Parent Access Portal and see what fees are still owed. You no longer have to search through RevTrak to find what fees you may need to pay throughout the school year. Below are directions on how to access, monitor, and pay assigned school fees.

1. Log into your PowerSchool Parent Access Portal.
 - <https://dodgeland.powerschool.com/public/home.html>
 - If you do not have a PowerSchool Parent Access Account, please reach out to your student's school office. They will assist you with getting an account created for you.
 - All school fees are tracked and managed via the Parent Access Account. Student Access Accounts do not have access to PowerSchool Fees.



2. Once you are logged into your PowerSchool Parent Access Portal you will see the dashboard for your student(s). You will be able to select the student you want to look at or manage.
 - Select the student you want to review the fee for.
 - Click on Balance in the left side navigation.



- Once you have clicked on the balance dashboard, a list of all the fees that have been assigned to your student will appear (see image below). You are able to make a payment for any open fees within PowerSchool.
 - Click on Make a Payment. This will take you to RevTrak, our online payment platform where you can pay with a Credit/Debit Card or connect an ACH/Checking or savings account.

The screenshot shows the PowerSchool SIS interface. At the top, it says "PowerSchool SIS" and "Welcome, Justa Test | Help | Site Map | Sign Out". Below that, there's a navigation menu on the left with options like "Grades and Attendance", "Grade History", "Attendance History", "BrightArrow Messages", "Email Notification", "Teacher Comments", "Student Reports", "Forms", "School Bulletin", "Class Registration", "Balance", "Student Logs", "My Schedule", "School Information", and "Account Preferences".

The main content area is titled "Transactions: Test, Student - DO NOT USE". It shows a message: "Meal Transactions - Display of meal transactions has been disabled by your school." Below that, it says "Fee Transactions - Current Balance: \$155.00". A callout box labeled "List of Assigned Fees" points to a table of fees:

Date	Time	Fee Type	Description	Fee	Paid	Balance
09/05/2023	11:29 AM	Yearly Classroom Material Fee		35.00	0.00	35.00
09/05/2023	11:30 AM	Athletic Participation Fee		20.00	0.00	20.00
10/31/2023	11:31 AM	Technology Damage	iPad Screen Damage - Cracked Screen	100.00	0.00	100.00
Totals:				155.00	0.00	155.00

At the bottom right of the table, there is a "Make a Payment" button. A callout box labeled "Click Here to make a payment. This will direct you to RevTrak, our online payment platform" points to this button.

- Once you have clicked Make a Payment, a screen will appear to tie your PowerSchool Account with your RevTrak Account (see image below). If this screen does not show up, no worries, magic occurred and should be showing a list of your unpaid fees.
 - Payer Name - Family Account (Multiple Students Only)
 - Enter the Username and Password to your PowerSchool Parent Access Account

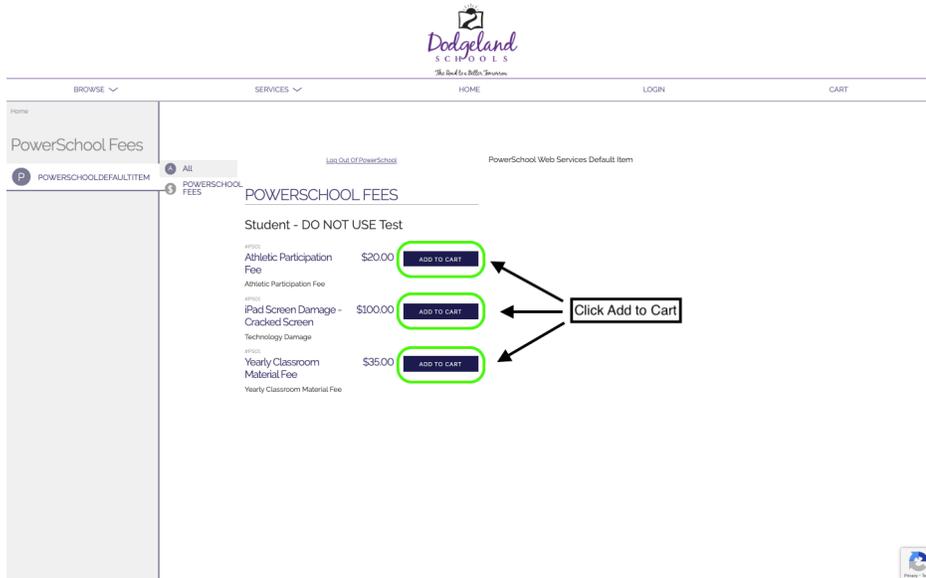
The screenshot shows the PowerSchool login screen. At the top, there's a navigation menu with "BROWSE", "SERVICES", "HOME", "MY ACCOUNT", and "CART". Below that, there's a "Home" section with "PowerSchool Fees" and "POWERSCHOOLDEFAULTITEM".

The main content area is titled "POWERSCHOOL - PLEASE LOG IN" and says "Please Enter Your PowerSchool Portal Access Credentials Below". There are two main sections for login:

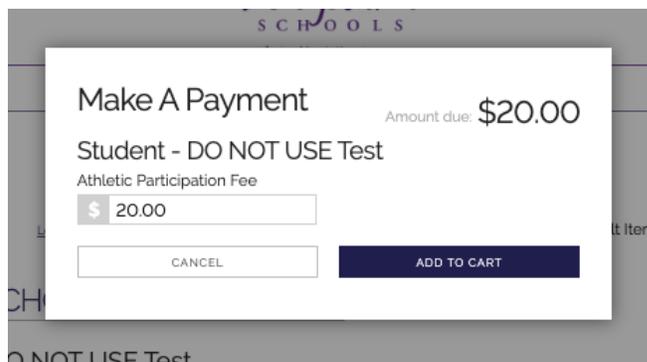
1. "Multiple payors found. Select a payor:" This section has a "Payor Name" dropdown menu with "Family Account" selected. A callout box labeled "If you have multiple students" points to this dropdown. Below the dropdown is a "SELECT" button.

2. "Or log in as a new payor:" This section has a "Username" field with "ParentTest" entered and a "Password" field with "*****" entered. A callout box labeled "Enter your PowerSchool Parent Access Account Information" points to these fields. Below these fields is a "LOG IN" button.

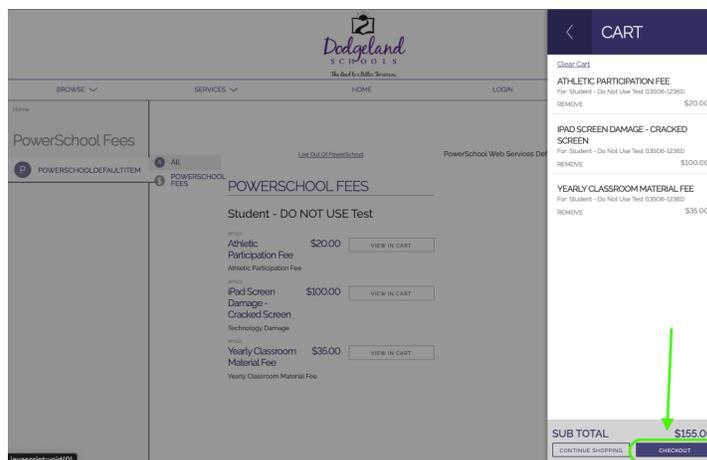
- Once you have authenticated PowerSchool to RevTrak, you will see a list of fees that have been populated from PowerSchool.
 - Click Add To Cart for each Fee that you would like to pay at this time.
 - Any unpaid fees will remain in the list.



- When you click on Add To Cart, you will be asked if you want to add the full amount or just make a partial payment.
 - If you would like to make a full payment, select Add To Cart.
 - If you would like to make a partial payment, edit the dollar amount and select Add To Cart.



- As you add items to the cart, the cart will show up on the right hand side of your screen. After you have the items you want to pay for in your cart, select Checkout.



8. You will be asked to log into your RevTrak account. If you do not have an account you will be able to create one.

CHECKOUT

Log in to the Web Store

Email  parentTest@gmail.com

Password 

[Forgot password?](#)

LOG IN

CREATE NEW ACCOUNT

9. Once you are logged into RevTrak you will be prompted with payment information. After entering payment information, please click continue.
- There are two ways to pay for school fees via RevTrak.
 - ACH / Checking or Savings Account
 - Credit or Debit Cards

ECHECK

Add an eCheck for a *quicker* checkout experience

Routing Number*

Account Number* Verify Account Number*

Name on Account* Nickname



Routing Number Account Number Check Number

USE CREDIT/DEBIT USE ECHECK

PAYMENT VERIFY

ADD CARD

Card Number* Expiration*

Name on Card* Nickname

Save this payment method

CANCEL CONTINUE

10. After you have entered your payment information, you should see a summary of the payment you are making. If everything looks correct, proceed with making the payment.
- Check the box that says I'm not a robot.
 - Click Place Order.

The screenshot shows a payment review page with the following sections:

- VERIFY** (black arrow button)
- Review & Submit** (green header)
- BILLING** (with **EDIT** button)
- BILL TO:**
Brad Modaff
1103 E. Circle Drive
Beaver Dam, WI 53916
- PAYMENT METHOD** (with **CHANGE** button)
- VISA** (with card details: Visa, **** 7458)
- ITEMS**

ATHLETIC PARTICIPATION FEE	\$20.00
Quantity: 1 For: Student - Do Not Use Test (13506-12361)	
IPAD SCREEN DAMAGE - CRACKED SCREEN	\$100.00
Quantity: 1 For: Student - Do Not Use Test (13506-12361)	
YEARLY CLASSROOM MATERIAL FEE	\$35.00
Quantity: 1 For: Student - Do Not Use Test (13506-12361)	
- TOTAL** **\$155.00**
- I'm not a robot (with reCAPTCHA logo)
- PLACE ORDER** (green button, circled in green)

Green arrows point from the 'I'm not a robot' checkbox and the 'PLACE ORDER' button to the 'TOTAL' amount.

Important Information To Note:

- You will receive an email containing the receipt for the completed transactions. Please keep that for your records.
- RevTrak will report the transaction back to PowerSchool and list the fee(s) as paid.
- Fees that are not paid at the end of the school year will roll into the next school year.
- There is no transaction fee added to your payment. The district covers 100% of the transaction fees for Online School Fee Payment.