



# *Attention Families!*

**Food Service Consultants payments are moving!**

We are excited to announce that we have transitioned to Vanco RevTrak for all payment processing.

Save time and be confident that your payment makes it where it needs to go. You can pay online with eCheck, debit, or credit cards.

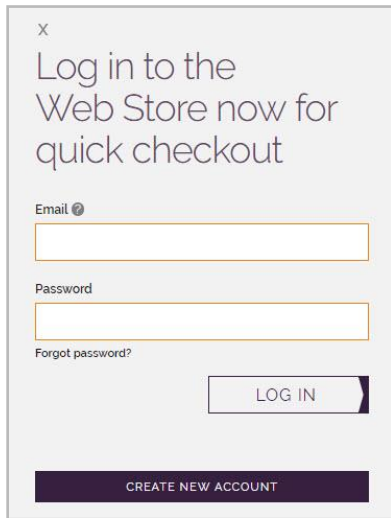
Please follow the attached directions to create your account today.

<https://saintgerardmajellaschool.revtrak.net>

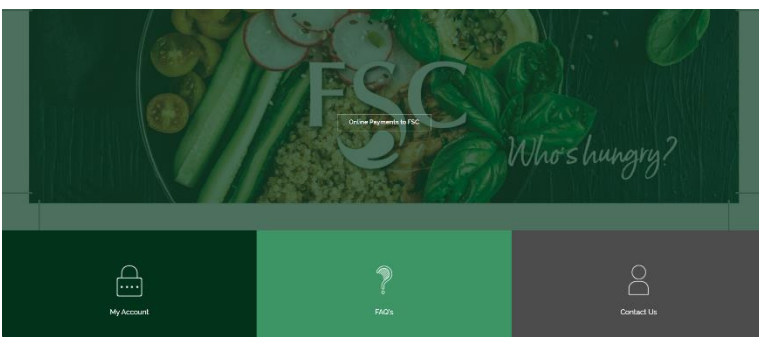
Food Service  
Payments



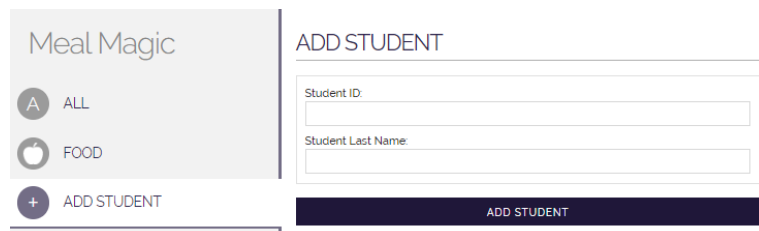
# Parent – Instructions



- Visit the **RevTrak®** Web Store
- Click **Create New Account**. Your account will track all purchases associated with your email and expedite checkout.
- Save your email and password for easy log-in

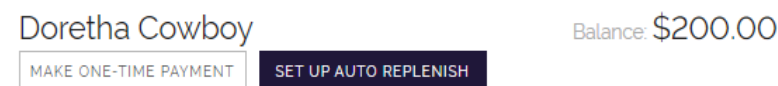


- Click the Lunch Payments button.

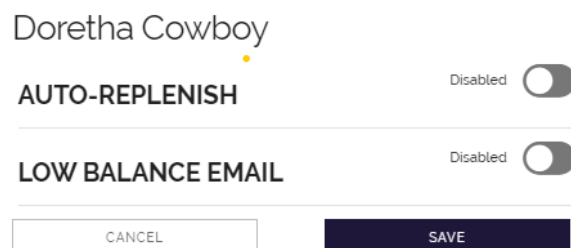
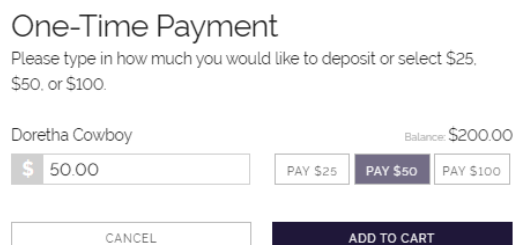


- Click **Add Student** in the left menu, then enter the student ID and Last Name in the fields.
- Click **Add Student**.
- Repeat process for added students.

## FOOD ACCOUNTS



- Once you have completed adding each of your students, choose from a one-time payment, or select to enable Auto-Replenish:



Payment will be processed and receipt can be viewed and printed. A receipt will automatically be sent to the email address provided. Receipt can be viewed at any time through your account settings.