



ONLINE PAYMENTS NOW AVAILABLE!

Guilford Public Schools now provides parents an **easy** and **convenient** way to pay school lunch fees. Parents may pay with VISA, MasterCard or Discover credit or debit cards for these items. Our web store accepts payments over the internet 24/7. By contracting with RevTrak, a national credit card payment processor, we provide you a secure site for making payments.

Pay the Following Fees Online

- Food Service Payments

Parents can make payments online while on their home or work computer, any time of the day. It only takes a few minutes to make a payment using a VISA, MasterCard or Discover credit or debit card. The convenience of paying online is further enhanced when parents access the web store and see a familiar shopping cart (just like shopping online.) A transaction fee of \$2.50 will be charged to your credit or debit card.

To make an online payment follow these simple steps:

1. Visit our district website at **www.guilford.k12.ct.us** and click Online Payment link or go directly to the web store at **guilford.revtrak.net**. (Most parents save it as a Favorite)
2. Make payment using a VISA, MasterCard or Discover debit or credit card.

A payment receipt will be emailed to the address used when setting up the web store account. To view/print previous online payments or to update login information, please click on My Account.

Guilford Public Schools
55 Park Street – P.O. Box 367
Guilford, CT 06437

Questions can be directed to Linda DiVirgilio, Food Service Director via email at onlinepayments@guilford.k12.ct.us



Please see the attached document for detailed online payment instructions.

Payment Instructions for the Guilford Public Schools Web Store

- Visit school website at [http:// www.guilford.k12.ct.us](http://www.guilford.k12.ct.us) and Click **Online Payment** link or go directly to the web store at <http:// guilford.revtrak.net>
- Redirect to the Guilford Public Schools web store
- Select **payment type**
- Enter the desired **Amount**
- Enter **child’s last name and Student ID**
- Click **“Buy Now”**
- To make a payment for another student, click **“Continue Shopping”** and select **additional payment type**
- When all fees are in shopping cart, click **“Go to Checkout”**. If a **new customer**, select **“I am a new customer”**. Enter your email address and **“Sign In”**. If a **returning customer**, select **“I am a returning customer”**. Enter your email address and password. Select **“Sign In”**.
- Enter your **billing and payment information. Create a password** if required.
- Verify information for accuracy and select **“Complete Order”**.
- **Payment will be processed** and receipt can be viewed and printed. A receipt will be sent to the email address provided during account set up.
- **Logout**

Your Shopping Cart

Create an account with us, and make reordering a snap!

Enter your email address:

I am a new customer
(You'll create a password later)

I am a returning customer
and my password is

[Sign in using our secure server >](#)
[Forgot your password? Click here.](#)

Step 1: ViewCart Step 2: Order Info Step 3: Payment Step 4: Receipt

Shopping cart contents:	Price	Qty	Total
Baseball Notes: xxxxxx 1st participant?: 2-4 grade 2nd participant part 2: 2-4	\$90.00	1	\$90.00
Total: \$90.00			Order Total: \$90.00

[* RETURN TO CART](#)

BILLING INFO:

* First Name: * Last Name:

* Address 1: Address 2:

* City or Province: * State / Country: /

* Zip Code: * Telephone:

ACCOUNT INFO: [?](#)

* Email Address: * Password: [See Hints](#)

john_anderson@demo.com * Please re-enter password:

[Continue >](#)

*Required field

Web Store Links for Additional Information:

Services

- *Home
- Contact Us
- Frequently Asked Questions
- My Account
- Password Reminder
- Payment Instructions
- Policies
- Privacy Policy
- Products

- **Contact Us:** Request additional information or ask questions about a payment
- **My Account:** To look up previous transactions and change address or password information
- **Password Reminder:** To send an email requesting a forgotten password