



ONLINE FOOD SERVICE PAYMENTS NOW AVAILABLE!

The Ketchikan Gateway Borough School District now provides parents an **easy** and **convenient** way to make Food Service payments. Parents may pay with VISA, Discover or MasterCard 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.



It only takes a few minutes to make a payment using a VISA, Discover or MasterCard credit or debit card. The convenience of paying online is further enhanced when parents access the store and see a familiar shopping cart (just like shopping online.)

To make an online payment follow these simple steps:

1. Visit our district website at **<http://www.kgsd.org>**
2. Under For Parents Tab click **Online Lunch Payment** link
3. Click on **Online Payments** button
4. Select Student Food Service Payments, and enter your **PowerSchool Portal Account info**
5. Enter amount under **Add Funds** and select **Next Page**
6. Make payment using a VISA, Discover and MasterCard 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.

Please Visit the Ketchikan Gateway Borough School District Website for Future Updates!

KGSD
260 Fourth Ave
Ketchikan, AK 99901
www.kgsd.org



Please see reverse side for detailed online payment instructions.

Payment Instructions for the KGBSD Web Store

- Visit school district website at www.kgsbd.org
- Under **For Parents Tab** click **Online Lunch Payment** link
- Click on **Online Payments** button
- Redirect to KIBSD Web Store, select **Student Food Service Payments**

Please Enter Your Portal Access Credentials Below:

User Name:
RevTrak

Password:

Continue... >

- Enter your **PowerSchool Portal Account** information
- Enter amount under **Add Funds** for each student (if applicable)
- Select **Next Page**

Student	Current Balance	Add Funds
Johnson, Clark	\$ 0.00	25.00
Johnson, Emma T	\$ 0.00	

Next Page > <== Click To Proceed...

- When all payments 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**.

Your Shopping Cart

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

Enter your email address: [input field]

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

I am a returning customer
and my password is [input field]

[Sign in using our secure server](#) >

[Forgot your password? Click here.](#)

- 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**

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

Shopping cart contents:	Price	Qty	Total
Baseball Note: 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: [input] * Last Name: [input]
 * Address 1: [input] Address 2: [input]
 * City or Province: [input] * State / Country: [dropdown] / [dropdown]
 * Zip Code: [input] * Telephone: [input]

ACCOUNT INFO: ?

* Email Address: john_anderson@demo.com * Password: See Hints
 * Please re-enter password: [input]

*Required field

Continue >