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**ONLINE FOOD SERVICE PAYMENTS NOW AVAILABLE!**

The Morris County School District now provides parents an **easy** and **convenient** way to make food service payments. Parents may pay with VISA, MasterCard or Discover credit or debit cards. 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.



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.)

**To make an online payment follow these simple steps:**

1. Visit our district website at **http://www.usd417.net**
2. Click **Online Payment** link
3. Select Food Service Payments, and enter your **PowerSchool Portal Account login credentials**
4. Enter amount under **Add Funds** and select **Next Page**
5. 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.

**Please Visit the Morris County School District Website for Future Updates!**

USD 417

17 South Wood Street

Council Grove, KS 66846

Please see reverse side for detailed online payment instructions.

**Payment Instructions for the USD 417 Web Store**

* Visit school district website at **http://www.usd417.net/**
* Click **Online Payment** link
* Redirect to Morris County USD 417 Web Store, Select **Food Service Payments**



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