Lockwood School

ONLINE FOOD SERVICE PAYMENTS NOW AVAILABLE!

Lockwood School provides parents an **easy** and **convenient** way to add money to their student's food service account. Parents may add money using Discover, VISA or MasterCard 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.



Online Payments Are Easy And Convenient!

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 Discover, VISA 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. PLEASE NOTE: A \$2.00 fee will be assessed at checkout for the convenience of making an online payment.

To make an online payment follow these simple steps:

- 1. Visit our school website at http://www.lockwoodschool.org
- 2. Click Online Payment link
- 3. Make payment using a Discover, VISA 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 receipts for previous online payments or to update login information please click on **My Account**.

Please Visit the Lockwood School Website for Future Updates!

Lockwood School 1932 US Highway 87 E Billings, MT 59101 http://www.lockwoodschool.org



Please see reverse side for detailed online payment instructions.

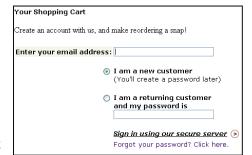
Payment Instructions for the Lockwood School Web Store

- Visit school district website at http://www.lockwoodschool.org
- Click Online Payment link
- Redirect to the Lockwood School Web Store
- Select Food Service Payments
- Enter **Deposit Amount** in the space provided
- Enter Student Last Name and student's Lunch ID in the spaces provided: (Don't Know?? Call Pam at 406-867-6210)

• To a Lunch ID

• Click "Buy Now"

make



payment for another student, click "Continue Shopping"

- 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



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