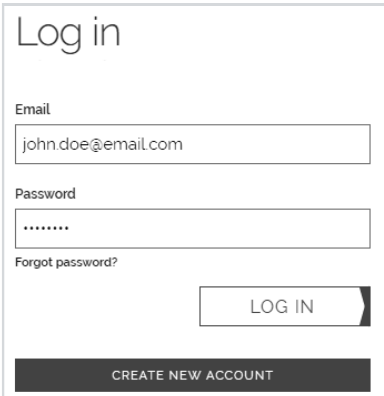
Web Store
Customer Account

Create an Account

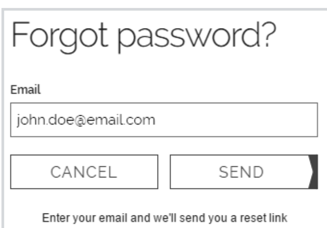


- Visit the ***RevTrak®*** Web Store.
- ***Log in or create an account before shopping to expedite your checkout experience.*** Your account tracks all orders associated with your email. You may click outside the login prompt to start shopping, but you must log in or create an account prior to payment.

  New Customer: Click **Create New Account**. Complete the new account form. The email provided will be used to log in for subsequent visits and will receive order confirmations.

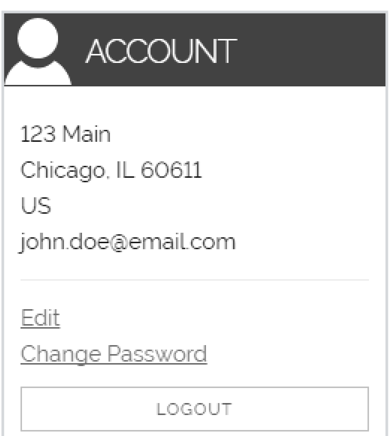
  Existing Customer: Provide the email address and password established when you created the account. Click **Log In**.

Reset Account Password



- Click **Login** (top right, if the login window did not pop up) and **Forgot Password?** (under the password field).
- Provide the email used to sign into the Web Store.
- Click **Send**. A reset link will be sent to the email.

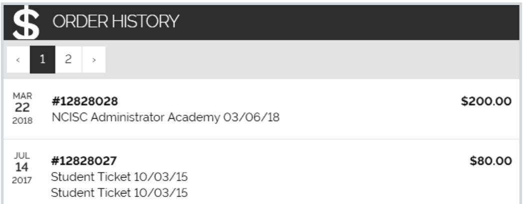
Change Account Email/Password



- Log into **My Account** and view the **Account** section.
- To update your email, click **Edit**.

  Changing your email will require you to use the new email to sign in during subsequent visits. Your original email will no longer be valid. To keep your current email, click **Cancel**.
- To update your password, click **Change Password**. You must provide your old password.
- Click **Update**.

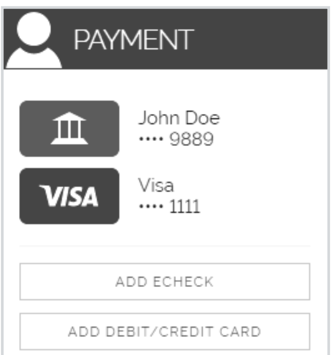
Order History (view/print receipts)



You may view orders and order details associated with your account. If you created another Web Store account separate from your initial account, you must log into that account to view order history and receipts. **Order history is not transferrable between accounts.**

- Log into **My Account** and view the **Order History** section. All orders associated with that account will be listed.
- Click on the order to view, save, or print details.

Add/Edit a Card or Account

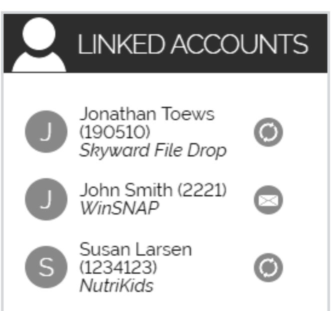


- Log into **My Account** and view the **Payment** section.

IF OFFERED: eChecks may not be offered on your Web Store. This feature will only appear if available.

- To **add card or eCheck**, click the button for the intended option and provide the required information. Click **Add**.
- To **edit an existing card or eCheck**, click the graphic for the intended option. You may edit the card expiration or the eCheck nickname; other edits require a new card or eCheck payment option be added. Click **Update**.
- To **delete an existing card or eCheck**, click the graphic for the intended account. Click the trash receptacle graphic. Click **Confirm Delete**.

Linked Accounts



- Log into **My Account** and view the **Linked Accounts** section.

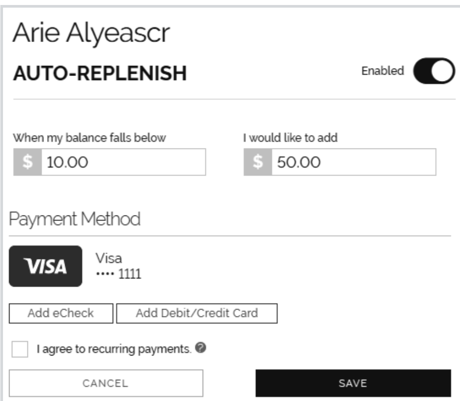
IF OFFERED: If the Web Store validates a student's information (e.g. last name and ID) in order to pay, the student will be "linked" to the Web Store account used for payment. Students may be added or removed from the Web Store account.

- Click a student's name to view settings.

If food service auto-replenish or low balance emails are available on the Web Store, settings may be managed in the student's management screen.

Remove a Student: Click the student's name and then the Remove Account link. **Add a Student:** Provide student details at the payment item (automatically links once added).

Auto-Replenish for Food Service

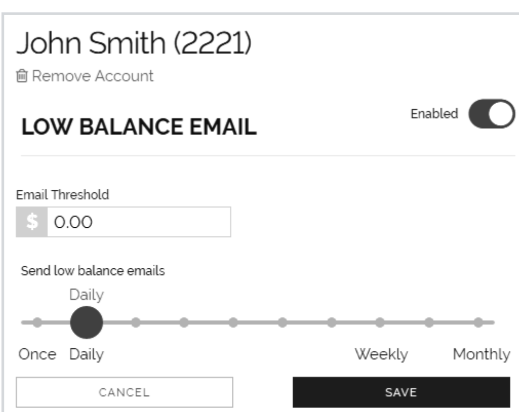


IF OFFERED: Set up automatic payments for food service. Auto-replenish settings can be managed in My Account under the *Linked Account* (or *Linked Partners*) section or at the payment item. Only student accounts associated with the Web Store account will be listed.

If a student account is set up for auto-replenish, the icon will display next to the student name in *My Account*.

- Log into **My Account** and view the **Linked Accounts** section.
- Click a student's name to open the auto-replenish settings.
- Toggle the slider next to *Disabled* to **enable Auto-Replenish**. To disable, toggle the slider (now identified as *Enabled*).
- Adjust the **threshold** (*When my balance falls below*) and **deposit amount** (*I would like to add*). These settings can be changed at the Web Store account holder's discretion.
- Add or select a **payment method**.
- Indicate agreement to the recurring payment terms.
- Click **Save**.

Low Balance Email Settings



IF OFFERED: Receive low balance email notifications (LBEs) for specific individuals associated with your account. LBEs will be sent to your Web Store account email.

If a student account is set up for low balance email notifications, the icon will display next to the student name in *My Account*.

- Log into **My Account** and view the **Low Balance** section.
- Click **Low Balance** or, if a contact is linked to the account, click the contact's name under the *Linked* section.

  To enable or disable this feature for an individual, toggle the checkbox next to *Subscribe*.
- Specify the *Balance Threshold* (optional) and *Notice Frequency* (click and drag the slider along the scale).
- Click **Update** (or *Cancel* to discard changes) to save.