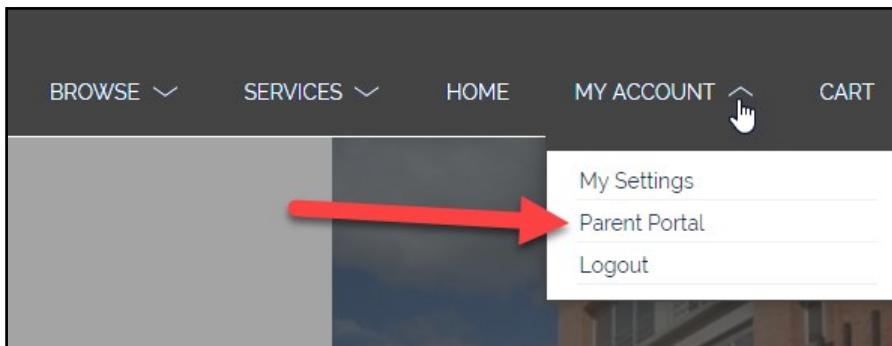


# Ankeny Community School District

## Update Payment Method in Parent Portal

Update your payment method on file on an existing registration by visiting: <https://Ankeny.RevTrak.net>

### Login to Existing RevTrak Account




- ◆ **Login** using your Email Address and Password
- ◆ Select **My Account\*** from the top navigation bar.
- ◆ Select the **Parent Portal**.

\*NOTE: When using a mobile device, select the ☰ icon to access the **Parent Portal** link in the drop-down.

### Update Card/E-Check on File

Registrations with Balance			
Student	Class	Balance Due	Card On File
Nick Wood	17-18 Pick-a-Day SACC	\$0.00	Visa: 1111 03/19   

- ◆ Select the blue **Credit Card** icon (  ) next to the registration for which you would like to update card information.

\*NOTE: Selecting this button will NOT process a payment. This process will simply update your Card/E-Check information on file for future payments that occur on this registration.

- ◆ Enter your **E-Check** information -OR- select the **SWITCH TO CREDIT CARD** button in the right-hand corner.
- ◆ Once all E-Check/Card information has been entered, select **AUTHORIZE** to complete the update. You will receive a confirmation on the screen that says “**THANK YOU, AUTHORIZATION SUCCESSFUL**” if the updated card information process was successful.