

Good morning,

Beginning with the 2021-2022 school year, Chromebook fees for the 1:1 Chromebook program for middle and high school students will be collected via our new online payment system, RevTrak, which can be accessed through the Home Access Center. Instructions for setting up your RevTrak account and viewing Student Fees can be found on the District's 1:1 Chromebook Website located [here](#) and are also attached to this email.

The implementation of RevTrak provides a safe and secure payment system displaying instant receipts upon checkout ensuring that parents and guardians have an immediate record of their Chromebook payment. Although the receipt is instant and available upon checkout, please note that **payments will take up to two school days to post to Home Access Center and the RevTrak system.**

We apologize for the delay in providing these instructions to you and appreciate your patience during the first few days of the school year as we made adjustments to the student fees system with our vendor. Thank you to those of you who have already located the payment site and have paid their fee. If you have any questions regarding the process, please email ChromebookPaymentQuestions@pennsburyisd.org. If you need assistance logging into the Home Access Center, please contact your building's Guidance Department.

Finally, as we move forward to this new platform, we will no longer be accepting cash or check payments for Chromebooks. We appreciate your support, and look forward to a more successful payment process for all stakeholders.

Thank you,

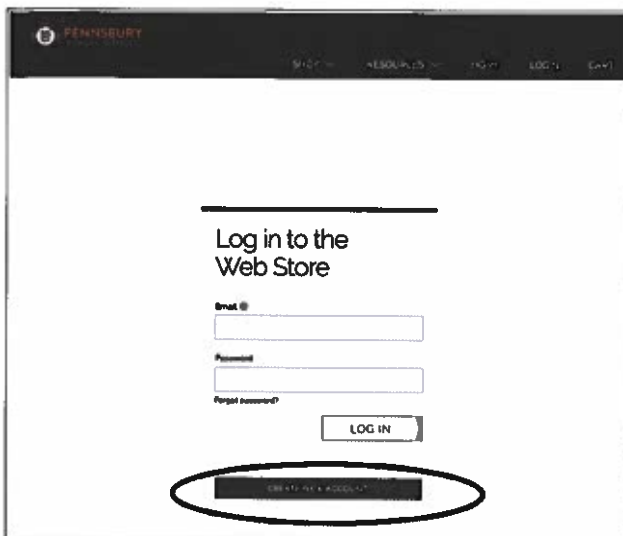
The Pennsbury Technology Department

Chromebook Fee Payment Instructions

The Pennsbury School District is now collecting Chromebook payments for middle school and high school Chromebooks via our new online payment system, RevTrak. When you log into HAC, you will see a link to the RevTrak Webstore.



Clicking on this will take you to RevTrak and you will be prompted to log in to the Web Store. To set up an account, please click the "Create New Account" button.



Fill in the information requested and click the "Create Account" button.

First Name

Last Name

Address

Address (suite)

City State

Country Zip Code

Phone

Email

Password Confirm Password

Create a
new account

You will then be prompted to enter your student's last name and your HAC user name. This will link the RevTrak account you just created to your HAC account.

HAC/ONLINE PAYMENTS - PLEASE LOG IN

Please Enter Your Student's Information Below

Last Name

HAC User Name

LOG IN

Once this is done, you will be defaulted to the All Fees page which will display all fees associated with your student(s) accounts:

HAC/Online Payments

REQUIRED FEES

Student 1's Name

Chromebook Yearly 2021-2022 \$40.00 **ADD TO CART**

Student 2's Name

Chromebook Yearly 2021-2022 \$40.00 **ADD TO CART**

OPTIONAL FEES

Select the **Add to Cart** button for a student. You will be prompted again to add the fee to the cart.

Make A Payment

Amount due: \$40.00

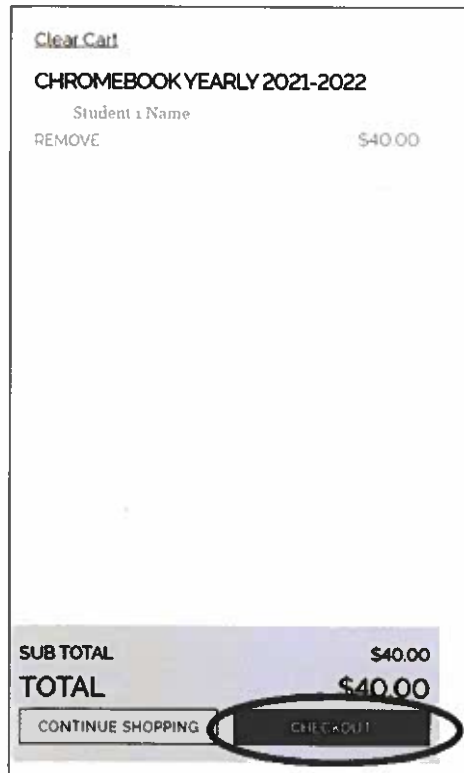
Student 1's Name

Chromebook Yearly 2021-2022

\$ 40.00

CANCEL **ADD TO CART**

The cart will open allowing you to checkout:



After you have paid the Chromebook fee for your student(s), you will receive an email confirmation of the payment. We recommend keeping this email as proof of your payment.

You can view the current balance in HAC by clicking on the Registration icon at the top and then clicking on the Fees tab. **Please be patient — any payments made in RevTrak will take up to two school days to be reflected in the fee balance shown in HAC.**



If you are having difficulties accessing the Home Access Center, please contact your building's Guidance Department.