



## URBAN DALE COMMUNITY SCHOOL DISTRICT

### ONLINE PAYMENTS NOW AVAILABLE!

The Urbandale Community School District continues to provide parents an **easy** and **convenient** way to pay school fees. Parents may pay with VISA or MasterCard credit or debit cards for these items. 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.

#### Pay the Following Fees Online:

- Food Service
- Registration
- Bus Passes
- Activity Tickets

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 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.)

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

1. Visit our school website at **www.urbandaleschools.com**
2. Click **Online Payment** link
3. Make payment using a VISA and MasterCard debit or credit card

**Please note: you will need your child's Student ID number to make a payment**

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 note a \$1.50 fee will be applied at checkout for the convenience of making your online payment.

**Please Visit the Urbandale CSD Website for Future Updates!**

**Urbandale Community School District**

11152 Aurora Ave.

Urbandale, IA 50322

**www.urbandaleschools.com**




Please see reverse side for detailed online payment instructions.

## Payment Instructions for the Urbandale CSD Web Store


- Visit school district website at [www.urbandaleschools.com](http://www.urbandaleschools.com)
- Click **Online Payment** link
- Redirect to the Urbandale CSD web store
- Select payment type: **Food Service** or **School Fees**.
  - For **Food Service**, enter student's last name and ID number. Enter the number of breakfast or lunch meals you would like to purchase and/or enter the amount you would like to add to your student's cash account.

**Balances:**  
Breakfast Meals: 30  
Lunch Meals: 3  
Cash Account: \$2.25

**Add meals and/or cash to your WinSnap account:**  
Add how many Breakfast meals?  \$1.25 /Breakfast Meals  
Add how many Lunch meals?  \$1.95 /Lunch Meals  
Add cash to your WinSnap account:   
**Total:** **\$ 0.00**

[Buy Now](#) 

- For **other fees**, enter required information.
- Click **"Buy Now"**
- To make a payment for another fee or student, click **"Continue Shopping"** and select **additional fee type and fees**
- 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"**.

Step 1: ViewCart	Step 2: Order Info	Step 3: Payment	Step 4: Receipt
<b>Shopping cart contents:</b>			
<input checked="" type="checkbox"/> Baseball			
Note: xxxxxx 1st participant?: 2-4 grade 2nd participant part 2: 2-4	\$90.00	1	\$90.00
			Total: \$90.00
Order Total: \$90.00			
<a href="#">RETURN TO CART</a>			
<b>BILLING INFO:</b>			
* First Name:	* Last Name:		
<input type="text"/>	<input type="text"/>		
* Address 1:	* Address 2:		
<input type="text"/>	<input type="text"/>		
* City or Province:	* State / Country:		
<input type="text"/>	United States		
* Zip Code:	* Telephone:		
<input type="text"/>	<input type="text"/>		
<b>ACCOUNT INFO:</b>			
* Email Address:	* Password: <a href="#">See Hints</a>		
john_anderson@demo.com	<input type="password"/>		
	* Please re-enter password:		
	<input type="password"/>		
<a href="#">Continue</a> 			

- 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**