

Pay School Fees Online thru RevTrak



Please follow the instructions below to view and pay school fees and fines:

1. Log in to your PowerSchool Parent Portal (<https://powerschool.cfschools.org/public/>)
2. To view fees, click on the Balance tab on the left hand menu
3. To pay fees, click on the Online Payments icon on the right hand side of the Balance screen (This link will direct you to the Tiger Web Store)
4. Exit out of the Web Store log in screen
5. Click on School Fees & Fines
6. You will be prompted to enter your **PowerSchool Parent Portal** credentials
7. Click on your student's name to see any outstanding fees
8. Select fees that you wish to pay and click Add Selected to Cart
9. Once fees are added to the shopping cart, select Checkout
10. If you would also like to make a meal account payment, select Continue Shopping
 - a. Click on Meal Account Payment
 - b. You will be prompted to enter your RevTrak credentials or create an account if you are new user
 - c. Enter the amount you wish to deposit
 - d. Enter one of your student's ID numbers under Patron ID (If you do not know your Student ID number, this can be found on the PowerSchool Parent Portal on the Balance Page, next to the student's name)
 - e. Click on Check Balance
 - f. Click on Add to Cart
11. You will be prompted to enter your **RevTrak credentials** or create a new account if you are a new user
12. Follow the steps to complete checkout process