

# Lockwood School

## ONLINE FOOD SERVICE PAYMENTS NOW AVAILABLE!

Lockwood School provides parents an **easy** and **convenient** way to add money to their student's food service account. Parents may add money using Discover, VISA or MasterCard credit or debit cards. 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.



### Online Payments Are Easy And Convenient!

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 Discover, 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. **PLEASE NOTE: A \$2.00 fee will be assessed at checkout for the convenience of making an online payment.**

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

1. Visit our school website at <http://www.lockwoodschool.org>
2. Click **Online Payment** link
3. Make payment using a Discover, VISA and MasterCard debit or credit card

A payment receipt will be emailed to the address used when setting up the Web Store account. To view/print receipts for previous online payments or to update login information please click on **My Account**.

### Please Visit the Lockwood School Website for Future Updates!

Lockwood School  
1932 US Highway 87 E  
Billings, MT 59101  
<http://www.lockwoodschool.org>



Please see reverse side for detailed online payment instructions.

## Payment Instructions for the Lockwood School Web Store

- Visit school district website at <http://www.lockwoodschool.org>
- Click **Online Payment** link
- Redirect to the Lockwood School Web Store
- Select **Food Service Payments**
- Enter **Deposit Amount** in the space provided
- Enter **Student Last Name** and student's **Lunch ID** in the spaces provided:  
(Don't Know?? Call Pam at 406-867-6210)

- To  a  make payment for another student, click **“Continue Shopping”**

- 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”**.

- 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**

- Click **“Buy Now”**

**Your Shopping Cart**

Create an account with us, and make reordering a snap!

Enter your email address:

I am a new customer  
(You'll create a password later)

I am a returning customer  
and my password is

[Sign in using our secure server](#)

[Forgot your password? Click here.](#)

Step 1: ViewCart Step 2: Order Info Step 3: Payment Step 4: Receipt

Shopping cart contents:	Price	Qty	Total
Baseball Notes: xxxxxx 1st participant?: 2-4 grade 2nd participant part 2: 2-4	\$90.00	1	\$90.00
<b>Total: \$90.00</b>			<b>Order Total: \$90.00</b>

[RETURN TO CART](#)

**BILLING INFO:**

\* First Name:  \* Last Name:

\* Address 1:  Address 2:

\* City or Province:  \* State: / Country:  /

\* Zip Code:  \* Telephone:

**ACCOUNT INFO:** [?](#)

\* Email Address: john\_anderson@demo.com \* Password: [See Hints](#)

\* Please re-enter password:

[Continue](#)

\*Required field

## Web Store Links for Additional Information:

- Services**
- \* Home
  - Contact Us
  - Frequently Asked Questions
  - My Account
  - Password Reminder
  - Payment Instructions
  - Policies
  - Privacy Policy
  - Products

- **Contact Us:** Request additional information or ask questions about a payment
- **My Account:** To look up previous transactions and change address or password information
- **Password Reminder:** To send an email requesting a forgotten password