

Lockwood School

ONLINE FEE PAYMENTS NOW AVAILABLE!

The Lockwood School Web Store provides parents an **easy** and **convenient** way to pay for your student's school fees. Parents may use 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.

Pay the following fees online:

- Athletic Fees
- P.E. Shorts
- P.E. Shirts
- Yearbooks

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 **2011-2012 Fees**
- Select the **fee** you would like to pay for
- Enter **Student Last Name, First Name,** and **Grade** in the space provided

Student's Last Name, First Name, and Grade (i.e. Doe, John, 8):

- Click **“Buy Now”**

- To make a payment for another fee or 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**

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
<input type="checkbox"/> Baseball <small>Note: xxxxxx 1st participant?: 2-4 grade 2nd participant part 2: 2-4</small>	\$90.00	1	\$90.00
			Total: \$90.00
Order Total: \$90.00			

[< 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: * Password: [See Hints](#)

john_anderson@demo.com * 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