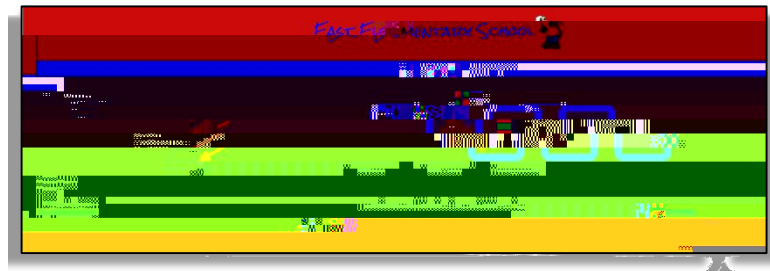


How to Authorize a Credit Card on File in the Parent Portal

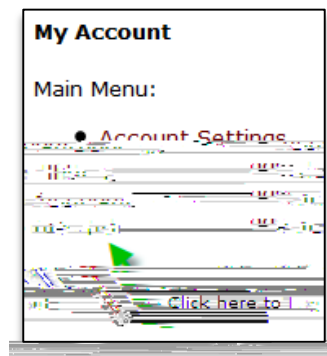
1. Please visit the **East Elementary School** Web Store by clicking on the following link:
<https://eastelem.revtrak.net/>.
2. Select **My Account** located underneath **Services** on the left browsing menu.



3. On the following page, enter your account information to log in.

NOTE: You must use the same email at which you receive your invoices.

4. Once you have logged in, select **Parent Portal** from the **Main Menu** options.



5. The **Financial Info** page will show all active registrations in your account with a **Balance Due**. To update the **Card On File**, select the **Card** icon (🗑️) next to the registration you wish to update.

