



## DINING PAYMENT RevTrak

Ouachita Christian School is excited to announce the launch of a new online service that will allow you to monitor your student's lunchtime purchases, track what your students have been eating for the past 30 days, make deposits directly into their accounts, have an email reminder sent to you when an account balance gets low and set up "Auto-Replenish" to ensure your student never runs out of funds or risks not being served. Deposits can be made using Checking/Savings or Credit/Debit\*. Each student's account balance will be updated throughout the day.

Another benefit we are bringing to your dining services is a changeless operation. Eliminating any change reduces lost or misplaced monies. You can be assured that change from payments made by cash or check will automatically be added to your child's RevTrak account at the register.

*In order to take advantage of this service, you will need to create a parent account. This requires you to:*

### Open a NEW Account

1. Go to <https://ouachitachristian.revtrak.net/> (there is also a link on the OCS school site – click on "Dining Services")
2. Click **"Create New Account"**
3. Fill in the required information then click CREATE ACCOUNT
4. Click MAKE A PAYMENT, in the Food Service section
5. You will be asked for your student id and verification code. This will be emailed to you through our automated system.
6. After the students are added you will be able to set up your account for alerts and activate "Auto-Replenish. You can make payments to the student lunch account and view activity.
7. \*All online payments will incur a processing fee of 3.62%

### Make a Payment

**There are 2 easy methods to make payments to your child's account:**

1. **Cash Register.** Cash or check is accepted by the dining services cashier. No convenience fee is associated with payments made at the cash register. Please identify student names on your check.
2. <https://ouachitachristian.revtrak.net/>
3. AutoPay – this can be set up on the site listed above

We encourage parents to set up email reminders for low balances and sign up for the AutoPay feature. We also urge you to take full advantage of this system by making deposits into your student's accounts on a weekly, monthly, or annual basis. You are free to choose the amount of each deposit. Any money that is not spent by the end of the school year will be available the following school year.

**Questions:** Direct questions regarding account balances or general service to the Food Service Director at [TheTable@ocs.org](mailto:TheTable@ocs.org)

For after-hours questions about using the RevTrak Web Store, click the convenient Contact Us link on the left side of the screen. Questions submitted through this feature are forwarded to the appropriate departments at your organization.