**2017-2018 Hot Lunch Deposit Directions**

**ONLINE FOOD SERVICE DEPOSITS**

 As a convenience to parents, St. Anthony School provides an easy way to add money to their student’s food service account in Infinite Campus. Online deposits can be made via a secure online portal. We have contracted with RevTrak, a national credit card payment processor, to provide a secure site for making payments.

**YOU CAN PAY FOR MULTIPLE STUDENTS AT ONCE!**

 Parents can make deposits online from any computer, any time of the day. If their student’s food service balance is low, it only takes a few minutes to add money to it using their Discover, VISA, or MasterCard credit or debit card. Deposits are made by selecting the link to **Hot Lunch** under school’s website at [**www.saparish.com**](http://www.saparish.com) **- School Tab OR https://stanthonyofpadua.revtrak.net**

**To Make Online Deposits the parent will need:**

* Discover, VISA, or MasterCard (Debit or Credit Card) – card number and expiration date
* Or \*\*NEW\*\* enter an ECHECK (routing, account, and check number)
* Revtrak and Infinite Campus Login Name

Deposits made online will immediately be posted to the student’s food service account in Infinite Campus. All credit card statements will show the payment has been made to \*\*West Catholic High School\*\* ***who administers the program here at St. Anthony.***

\*\*\*\*If you prefer to pay with **Check or Cash** – Please make the **check payable to West Catholic** and send it to the **school office at St. Anthony** for us to enter into Infinite Campus. You will **not** need to set up an account with Revtrak, however you will be able to log into Infinite Campus to see your child’s balance. \*\*\*\*

**Instructions for setting up an Account for Credit Card Payment**

[www.saparish.com](http://www.saparish.com) under the School tab > Hot Lunch

OR

<https://stanthonyofpadua.revtrak.net>

Click *Food Service Payments* under Apple Icon

Log in – Using your **Infinite Campus user ID** and your child’s Date of Birth

 (if you have more than one child, choose any child) and Click Log In

* Once logged into the site - Click “Food Accounts”
* All children in family will appear
* Enter in payment amount for chosen student(s) and click “Add to Cart” and the new balance will automatically appear
* Verify payment amounts and Click “Checkout”

If you are a new customer to Revtrak select “Create Account” and enter your email address (you will create a password later).

* Enter your Billing Information, Payment Information, and create a password.

If you are a returning customer to Revtrak, enter your email address & password.

* Select Log In
* Select your card on file or add an ECHECK OR CREDIT CARD. Verify information for accuracy and select “Continue”
* Please review information and click “Place Order”.

Payment will be processed and Receipt can be viewed and printed

\*In Infinite Campus, parents can view their

updated account balances immediately.\*