

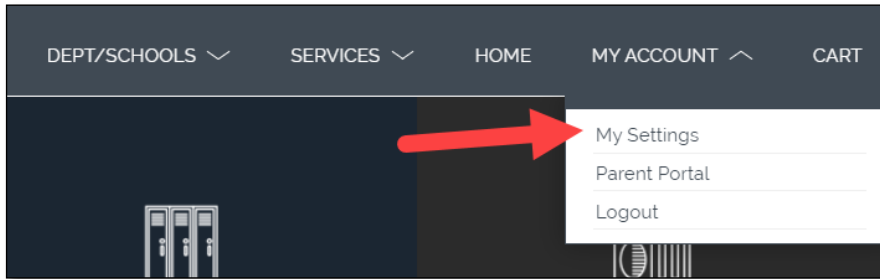
Grapevine Colleyville ISD

Pulling Receipts in the Parent Portal



Access your past payment receipts at:
<https://gcidschools.RevTrak.Net>

Login to Existing Web Store Account



- ◆ **Login** using your Email Address and Password.
- ◆ Select **My Account*** from the top navigation bar.
- ◆ Select **My Settings**.

*NOTE: When using a mobile device, select the  icon to access the **My Settings** link in the drop-down.

Go to “My Account”

- ◆ Under **ORDER HISTORY** you may view a list of past payments made and refunds given on your webstore account.
- ◆ To view or print an individual receipt from this list, simply click on it. This will bring you to a page where you may view details and print a copy of the statement.
- ◆ Receipts may be viewed and printed individually.

ACCOUNT		ORDER HISTORY	
	ACCOUNT		ORDER HISTORY
	Edit	1	2 3 4 ... 13 >
Change Password		AUG 25 2021	#17112132 Pick-a-Day Child Care - Moeller, Amanda \$15.00
<input type="button" value="LOGOUT"/>		AUG 24 2021	#17112131 Pick-a-Day Child Care - Moeller, Amanda \$20.00
<input type="button" value="PARENT PORTAL"/>		AUG 20 2021	#17112130 Arts - Moeller, Steven \$30.00
		AUG 16 2021	#17112129 Senior Parking Permits - Moeller, Rebecca \$150.00
<input type="button" value="ADD ECHECK"/>		AUG 12 2021	#17112128 Arts - Moeller, Jenny \$30.00
<input type="button" value="ADD DEBIT/CREDIT CARD"/>		AUG 02 2021	#17112127 Daily Child Care - Moeller, Samantha \$73.00
		AUG 02 2021	#17112126 Basic Home Repairs - Moeller, Paul \$75.00
		JUL 30 2021	#17112125 Refund: Summer Camps - Moeller, Hannah (\$200.00)