

# HIVE Preparatory

## Parent Portal Payment Guide



Visit the Hive Prep Web Store to make payments ONLINE!

<https://HivePrep.RevTrak.net>

### Login to Existing RevTrak Account

**ACCOUNT**

123 Main Street  
Bloomington, MN 55420

janedoe@noemail.com

[Edit](#)  
[Change Password](#)

LOGOUT

**PARENT PORTAL**

**PAYMENT**

**ORDER HISTORY**

DATE	ORDER #	AMOUNT
MAY 18 2018	#13934004	\$50.00
MAY 14 2018	#13934003	\$320.00
MAY 08 2018	#13934002	\$39.00

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

### Parent Portal

Registrations with Balance

Student	Class	Balance Due	Card On File
Jimmy Doe	Pick-a-Day Child Care	\$66.00	Visa: 1111 01/22
Jimmy Doe	Flat Fee Child Care	\$100.00	Visa: 1111 01/22
John Doe	Flat Fee Child Care	\$0.00	Visa: 1111 01/22
Jimmy Doe	Pick-a-Day Child Care	\$237.00	Visa: 1111 01/22
Jimmy Doe	Weekly Child Care 2017/18	\$14.00	Visa: 1111 01/22

- ◆ Select the ( ) icon to add the balance to your **Shopping Cart**.
- ◆ Select payment option.
- ◆ Once you are ready to process the payment select **Checkout**.
- ◆ Verify your billing address and payment information.
- ◆ When you hit **Complete Order**, your payment will be processed and a **Receipt** will appear.

Your balance due for Child Care is \$66.00.

Pay Total Due Amount \$66.00

Pay Other Amount

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## Guía de Pago del Portal para Padres



¡Visite la tienda web de Hive Prep para realizar pagos EN INTERNET!

<https://HivePrep.RevTrak.net>

### Inicie Sesión en su Cuenta

- ◆ Iniciar sesión utilizando su dirección de correo electrónico y contraseña
- ◆ Seleccione Mi cuenta en la barra de navegación superior.
- ◆ Seleccione el Portal para padres, "Parent Portal".

### Portal para padres

Registrations with Balance

Student	Class	Balance Due	Card On File	
Jimmy Doe	Pick-a-Day Child Care	\$66.00	Visa: 1111 01/22	
Jimmy Doe	Flat Fee Child Care	\$100.00	Visa: 1111 01/22	
John Doe	Flat Fee Child Care	\$0.00	Visa: 1111 01/22	
Jimmy Doe	Pick-a-Day Child Care	\$237.00	Visa: 1111 01/22	
Jimmy Doe	Weekly Child Care 2017/18 Weekly Child Care	\$14.00	Visa: 1111 01/22	

- ◆ Selecciona el carrito ( ) para agregar el saldo a su carro de compras.
- ◆ Seleccione la opción de pago.
- ◆ Una vez que esté listo para procesar el pago, seleccione Pagar.
- ◆ Verifique su dirección de facturación y la información de pago.
- ◆ Cuando presione el botón "Complete Order" o Completar pedido", se procesará su pago y aparecerá un Recibo.