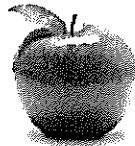




Holy Spirit CATHOLIC SCHOOL

NOW AVAILABLE: ONLINE MEAL PAYMENTS!

As a convenience to parents, Parish of the Holy Spirit provides parents an easy way to add money to their student's food service account. Online payments can be made into food service accounts through the Infinite Campus parent portal they currently use. 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 payments online while on their home or work 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. Payments are made through the student's Infinite Campus account. A link to Infinite Campus can be found on the school website at:

<http://www.holyspiritschoolgr.org>

To Make Online Payments the parent will need:

- **Discover, VISA, or MasterCard (Debit or Credit Card)** – card number & expiration date
- **Infinite Campus Login and Password**

Payments made through Infinite Campus will immediately be posted to the student's food service account. All credit card statements will show the payment has been made to Parish of the Holy Spirit.

Please visit the Parish of the Holy Spirit website for future updates.

Parish of the Holy Spirit
2230 Lake Michigan Drive NW
Grand Rapids, MI 49504

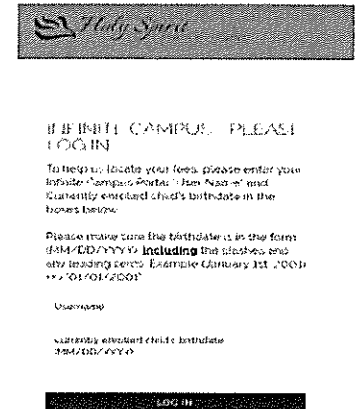
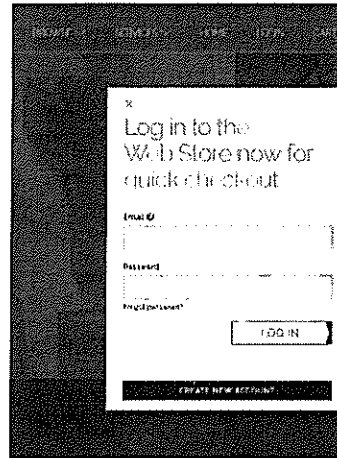
<http://www.holyspiritschoolgr.org>

Instructions for Making a Payment

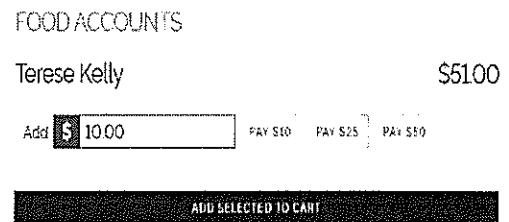
- **Login** to Revtrak/Infinite Campus via the School Website: www.holyspiritschoolgr.org
 - The online deposit link can be found on the home page by selecting “**Hot Lunch Electronic Funds Link**”



- Enter your Infinite Campus User Name and Password and **Log In** to proceed. Create a new account if first time using Revtrak. Enter User Name and date of birth of student you wish to add funds.



- Select Food Accounts from left column. Enter payment amount for student and click “**Add Selected to Cart.**” New Balance will appear.
- **Verify payment amount in cart** and select “**Checkout**”



- If you are a **new customer**, you will need to Enter your **Billing Information, Payment Information, and create a password**
- If you are a **returning customer**, simply confirm the amount and payment method for accuracy and select “**Place Order**”
- Payment will be processed and **Receipt** can be viewed and printed
- In **Infinite Campus**, parents can view their updated account balances **immediately**.

