## RevTrak® Web Store Online Payment Guide



### Log In or Create an Account



Log in or create an account before shopping to expedite your checkout experience. You may click outside the login prompt to proceed to shopping, but must log in or create an account prior to submitting your payment.

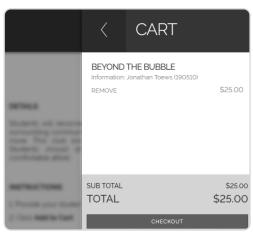
- Visit the **RevTrak®** Web Store.
- Existing Web Store customers must provide the **email** and **password** used to make payments in previous visits.

If you do not have a Web Store account, click *Create New Account*. Your account will track all purchases associated with your email and expedite checkout.

Click Log In (existing) or Create Account (new) to begin.

#### Select Web Store Items







- Click **Shop** to browse products by category.
- Select the item you wish to purchase.
- ► Carefully read all item information and instructions.
- Provide the required and applicable information.
- Click **Add to Cart**.

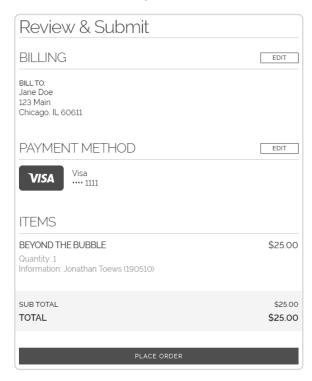
To continue shopping, click anywhere outside of the cart window. If you are ready to complete the transaction, click **Checkout** in the cart window.

Mobile View (below): Click Continue Shopping or outside of the cart popup to continue shopping. Click View in Cart to view selected items and checkout.

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### Review & Verify Cart



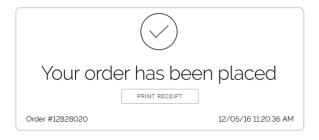
Verify all information before placing your order. To exit the cart and continue shopping, click the "x" in the top left.

Add a payment method.

You may save this to your Web Store account. RevTrak adheres to the highest level of PCI Certification to ensure your data's security.

- Verify your billing address. Click **Edit** next to *Billing* or *Payment Method* if an update is needed.
- Review your items.
- Click Place Order.

### **View/Print Receipt**



- Review your order confirmation page.
- Print or save your receipt as a PDF.

All receipts are kept on record under your Web Store account. To ensure all purchases can be easily tracked, use the same login credentials for each Web Store order.

To continue shopping, log into the Web Store.