

# Web Store Instruction Guide

Go to the District Website: [www.sandwich430.org](http://www.sandwich430.org).  
Click on the **Lunch Menu** link and  
Click on the **Web Store** link.

## Add Food Service:

1. Add Food Service by clicking on your **school**.



**Browse**  
[H.E. Dummer Food Service](#)  
[Middle School Food Service](#)  
[Shopping Cart](#)

**Services**  
[\\*Home](#)  
[Contact Us](#)  
[My Account](#)  
[Password Reminder](#)  
[Privacy Policy](#)  
[Products](#)  
[Sandwich 430 Home](#)

**HACKER SAFE**  
TESTED DAILY 19-JUL

Powered by  
**RevTrak**

**SANDWICH**

Welcome to the Sandwich CUSD 430 Webstore!

2. Click on the item.



**Browse**  
[H.E. Dummer Food Service](#)  
[Middle School Food Service](#)  
[Shopping Cart](#)

**Services**  
[\\*Home](#)  
[Contact Us](#)  
[My Account](#)  
[Password Reminder](#)  
[Privacy Policy](#)  
[Products](#)  
[Sandwich 430 Home](#)

**HACKER SAFE**  
TESTED DAILY 19-JUL

Powered by  
**RevTrak**

Our products..

Product Name	Price
 <b>H.E. Dummer School Food Service -- Any Amount</b> : Purchase any amount (\$25 or more) for your student's Food Service Account...	—

Can't find it? [Contact us!](#)

3. Enter the student's Last Name and Student ID number. Click on **Check Balance**. The student's food service account balance will display, along with an effective date.

**Browse**  
[H.E. Dummer Food Service](#)  
[Middle School Food Service](#)  
[Shopping Cart](#)

**Services**  
[\\*Home](#)  
[Contact Us](#)  
[My Account](#)  
[Password Reminder](#)  
[Privacy Policy](#)  
[Products](#)  
[Sandwich 430 Home](#)

**HACKER SAFE**  
 TESTED DAILY 19-JUL

Powered by  
**RevTrak**

**Our products..**  
 H.E. Dummer School Food Service -- Any Amount  
 Purchase any amount (\$25 or more) for your student's Food Service Account.  
 Enter the last name and identification number below to check the student's current balance.  
 Balances may or may not reflect what is truly in the student's account, depending on the student's purchases between our updates. Any payments made before 7:00 a.m. will be available by lunch.

**Product Details:** (sku:D FS)  
 Price: Enter Below  
 To purchase, click "Buy Now" at the bottom of this page.

Amount \$

Last Name

Student ID

**Check Balance** **Buy Now** **View Cart**

Now that the balance is known, choose an amount to add (\$25 or more), enter in the Amount box. Click **Buy Now**.

Amount \$

Last Name  Doe, John

Student ID

Balance \$11.19      Effective Date: 7/19/2007

4. Repeat this process for all students. When finished shopping for all students, **Go to Checkout**.

**Browse**  
[H.E. Dummer Food Service](#)  
[Middle School Food Service](#)  
[Shopping Cart](#)

**Services**  
[\\*Home](#)  
[Contact Us](#)  
[My Account](#)  
[Password Reminder](#)  
[Privacy Policy](#)  
[Products](#)  
[Sandwich 430 Home](#)

**HACKER SAFE**  
 TESTED DAILY 19-JUL

Powered by  
**RevTrak**

**Your Shopping Cart**  
 Thank you for shopping with us! Here are the items you have chosen for purchase. (Your shopping cart, Step 1).  
 To continue shopping click here: [[Continue Shopping](#)]

Step 1: ViewCart   Step 2: Billing   Step 3: Shipping   Step 4: Receipt

Shopping cart contents:	Price	*Qty	Total
<input checked="" type="checkbox"/> H.E. Dummer School Food Service -- Any A Sample: John Doe (ID: account)	\$25.00	<input type="text" value="1"/>	\$25.00
<b>Total:</b>			<b>\$25.00</b>




**Update Totals** **Empty** **Go to Checkout**

\*Set the Quantity field to zero (0) to remove an item from your cart. Remember to click the "Update Totals" button if you modify quantities. When you are ready for Step 2, click the "Go to Checkout" button.

10. If this is your first time in the store, enter your email address and click **Sign in using our secure server**. If not, enter your email address and the password (created by YOU) using during your first checkout.

**Browse**  
[H.E. Dummer Food Service](#)  
[Middle School Food Service](#)  
[Shopping Cart](#)

**Services**  
[\\*Home](#)  
[Contact Us](#)  
[My Account](#)  
[Password Reminder](#)  
[Privacy Policy](#)  
[Products](#)  
[Sandwich 430 Home](#)

**Your Shopping Cart**

**To pay online for the first time:** Enter your email address and click **Sign in using our secure server** at the bottom of this page. On the next page, you will be asked for your name, address, phone, and payment information. You will also be prompted to set up a password. This password is NOT issued by the school. Each customer may create one of their own choosing.

**Returning Customer:** Enter your email address, click the radio button to the left of **I am a returning customer and my password is**. Enter your password and click **Sign in using our secure server** at the bottom of this page.

**Password Reminder:** If you have previously set up your email address and password and you have forgotten your password, select **Forgot your password?** link at the bottom of this page.

**My Account:** To view past orders select **My Account** from the menu on the left. You will be prompted to enter your email address and password to access past receipts.


As you check out, the webstore will remember everything except your credit card number and expiration date. For your protection, the webstore does not store credit card numbers, except for the last four digits.

**Credit/Debit Cards** Please use any credit or debit card that has a Visa or MasterCard logo.

Enter your email address:

**I am a new customer**  
(You'll create a password later)

**I am a returning customer and my password is**




[Sign in using our secure server](#) 

[Forgot your password? Click here.](#)

11 Fill out the information requested. Remember, the district will not be issuing a password to you . . . each person creates their own! Click **Verify my Info**.

**Browse**  
[H.E. Dummer Food Service](#)  
[Middle School Food Service](#)  
[Shopping Cart](#)

**Services**  
[\\*Home](#)  
[Contact Us](#)  
[My Account](#)  
[Password Reminder](#)  
[Privacy Policy](#)  
[Products](#)  
[Sandwich 430 Home](#)

**Your Shopping Cart**

Welcome to Checkout! Please fill out the basic info needed to finalize your order.

The next time you log in with your email and password, the webstore will remember all of your information, except your credit card number and expiration date. For our customer's protection, the webstore does not store credit card numbers, except for the last four digits.

Step 1: ViewCart   **Step 2: Billing**   Step 3: Shipping   Step 4: Receipt

Shopping cart contents:	Price	Qty	Total
<input checked="" type="checkbox"/> H.E. Dummer School Food Service -- Any A Sample: John Doe (ID: account)	\$25.00	1	\$25.00
			<b>Total: \$25.00</b>

[\\* RETURN TO CART](#)

**\* BILLING INFO:**

First Name:  Last Name:

Address 1:  Address 2:

City or Province:  State / Country:

Zip Code:  Telephone:


**\* PAYMENT INFO:**

Credit Card Number:  Cardholder Name: (as printed on card)

Payment Type:  Expires:

**\* ACCOUNT INFO:**

Email Address:

[Verify my Info](#) 

\*Required field

12. Finally, click **Complete Order ONCE**. Please be patient and resist the temptation to click a second time!! Depending on the speed of your Internet connection, this could take 5-60 seconds. A receipt will appear that you may print now, or you may access it at a later from My Account on the left hand menu.

**Services**  
 \*Home  
 Contact Us  
 My Account  
 Password Reminder  
 Privacy Policy  
 Products  
 Sandwich 430 Home

**VeriSign Secured**  
**HACKER SAFE**  
 TESTED DAILY 13-JUL  
 Powered by **RevTrak**

**Your Shopping Cart**  
 Welcome to Checkout! Please fill out the basic info needed to finalize your order.  
 The next time you log in with your email and password, the webstore will remember all of your information, except your credit card number and expiration date. For our customer's protection, the webstore does not store credit card numbers, except for the last four digits.

Step 1: ViewCart Step 2: Billing Step 3: Shipping Step 4: Receipt

Shopping cart contents:	Price	Qty	Total
H.E. Dummer School Food Service -- Any A Sample: John Doe (ID: account)	\$25.00	1	\$25.00
		<b>Total:</b>	<b>\$25.00</b>
		<b>Order Total:</b>	<b>\$25.00</b>

**BILLING INFO:**  
 First Name: Mom Last Name: Doe  
 Address 1: 1234 Happy Lane Address 2:  
 City or Province: Sandwich State / Country: IL, US  
 Zip Code: 60148 Telephone: (815) 123-4567

**PAYMENT INFO:**  
 Card number looks ok! XXXXXXXXXXXX4444 Cardholder Name: (as printed on card) Mom Doe  
 Payment Type: Visa Expires: 07 / 2007

**ACCOUNT INFO:**  
 Email Address: MomDoe@aol.com Password: \*\*\*\*\*

To complete order, please click once: **Complete Order** >

13. Below is a sample of the receipt. Be sure to **Log Out** especially if you are using a computer in a public location. If a receipt does not appear, your credit card was declined. The most common reason is that the street address and zip code entered did not coincide with the cardholder's address of record (the address where the bill is sent) on file with the credit card company.

**Sandwich Community #430**  
 2/2/2007 2:47:51 PM ORDER ID: 10008000

BILL TO		SHIP TO	
Mom Doe 1234 Happy Lane Sandwich, IL 60548 (815) 123-4567	Mom Doe 1234 Happy Lane Sandwich, IL 60548 (815) 123-4567		

SKU	Product	Status	Carrier	Tracking #	Price	Qty	Total
Test Item	Test Item	Completed			\$1.00	1	\$1.00
						<b>Sub-Total:</b>	<b>\$1.00</b>
						<b>Grand Total:</b>	<b>\$1.00</b>

**PAYMENT INFO**  
 TYPE: VS  
 NAME ON CARD: Mom Doe  
 CARD NUMBER: XXXXXXXXXXXX8834

©Copyright 2007 RevTrak Inc. All Rights Reserved.  
 Update this order  
 < Click here to go back.  
 < Click here to return home.

One final note: obviously your receipt won't say "test item" or total \$1, this is just an example.