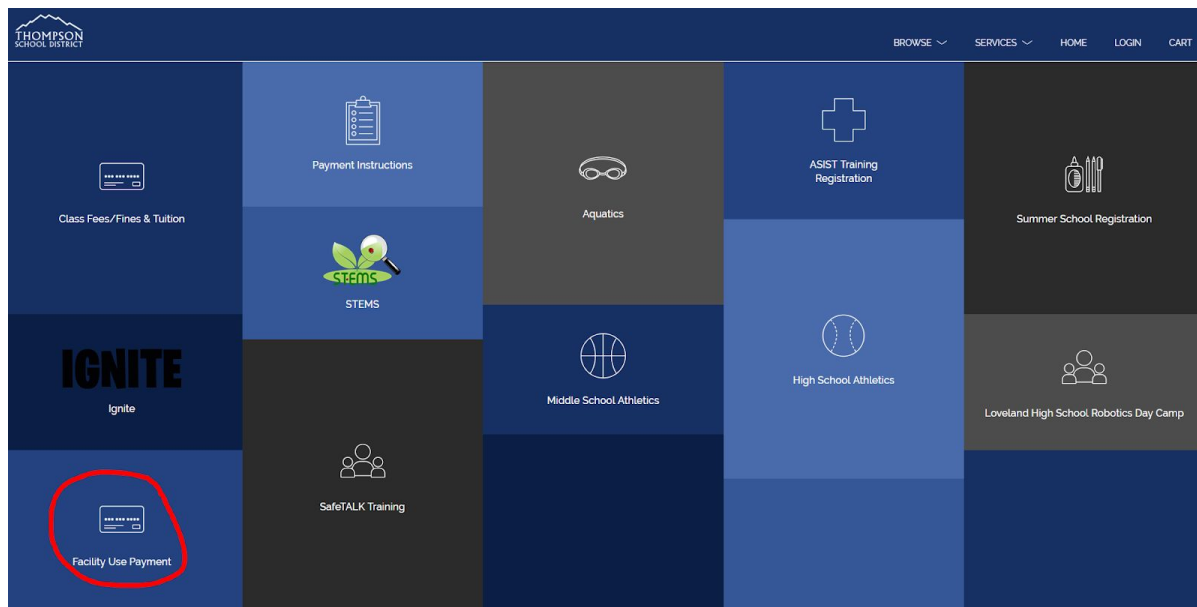


Facility Use Online Payment Instructions

Thompson School District Facility Use is now accepting online credit card payments through RevTrak (Visa and Mastercard) **A service fee will apply to all online payment transactions.** Checks are still accepted as a form of payment and may be mailed to the address on the invoice.

Detailed instructions on how to make an online payment are below:

- Be sure to have your invoice number(s) and balance due available before logging in. Contact Facility Use at facilityuse@thompsonschools.org or 970-613-5351 if you need to obtain your invoice or need to know your balance.
- Visit our online payment portal at: <https://thompson.revtrak.net/>
- Select the Facility Use Payment link:



- Enter the amount being paid, contact information, and invoice number. Please enter only one invoice at a time. Select Add to Cart.

FACILITY USE PAYMENT

(sku:FacilityUsePayment)

Amount: \$ 0.00

Make :
please
not kn
email :

First Name:

Last Name:

Address:

City:

State:

Zip:

Phone:

Email:

Invoice Number:

A service fee will be applied at checkout.

ADD TO CART

- To make a payment for another invoice, select “Continue Shopping”
- When all invoice payments are in the shopping cart, click “Checkout.” New Customers, please select “Create New Account”. Returning customers, enter your sign-in information (email address and password) and select “Log In.”
- Enter your billing and payment information to complete your order
- Payment will be processed and a receipt can be viewed and printed. A confirmation email will be sent as well.
- Additional Information:
 - **Contact Us:** request additional information or ask questions about a payment
 - **My Account:** Look up previous transactions and change address, password, etc.
 - **Forgot Password?:** Reset a forgotten password