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:

![Facility Use Payment Link](image-url)
● 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 Form](image)

- 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