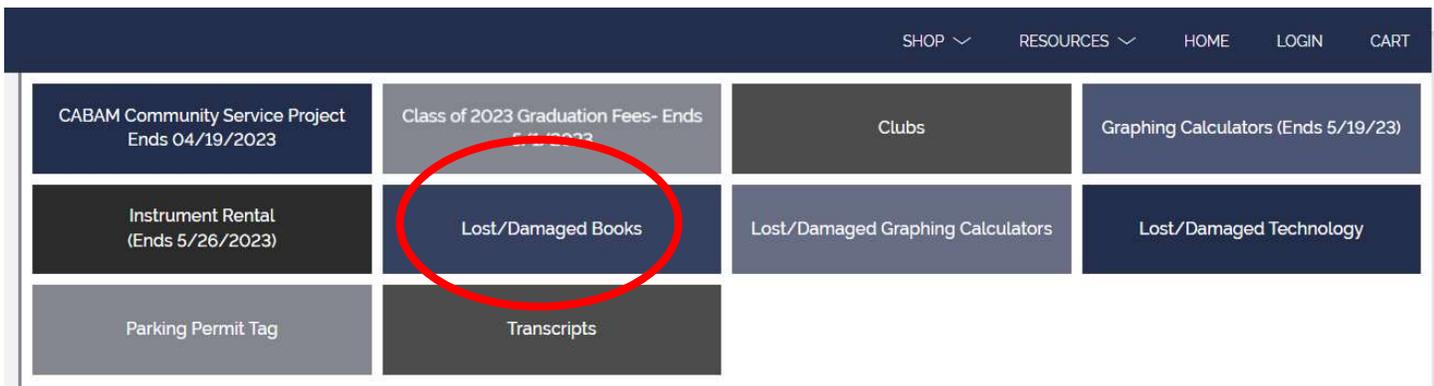


How to pay for BOOK Fines on REVTRAK

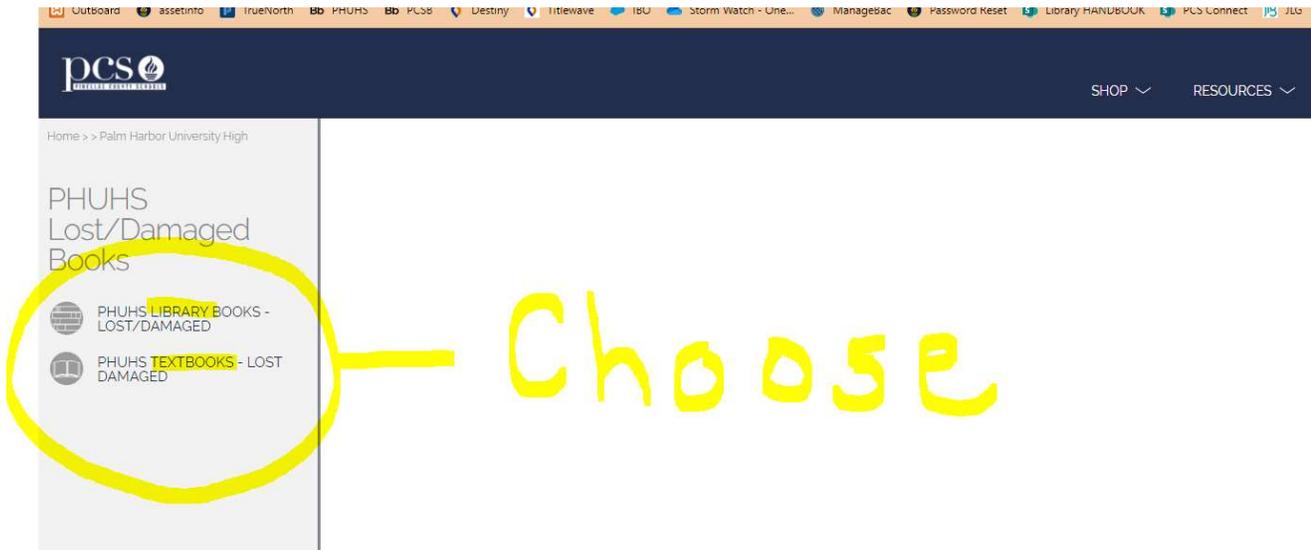
- 1) Go to the PHUHS website - www.pcsb.org/phuhs
- 2) Scroll all the way down to Online Payments (lower right) and click the **button**



- 3) Click “**Lost/Damaged Books**”



4) Choose **Library Books** or **Textbooks**



- 5) Fill in the **FORM**. **Make sure to put the EXACT amount owed & the Correct Book Title(s)**
- Also put the **school** the fine is from **IF** it's **NOT** from PHUHS (ex. Carwise M.S)

Library Books - Lost/Damaged

You can contact the Media Specialist or Bookkeeping for price.

* Amount

* Student Name

* Grade

* Book Name

* What school was the book borrowed from?

Add To Cart

v5.00.02 [0.0540.38]

6) Add to Cart

Library Books - Lost/Damaged

You can contact the Media Specialist or Bookkeeping for price.

* Amount

* Student Name

* Grade

* Book Name

* What school was the book borrowed from?

Add To Cart

v5.00.02 [0.0540.38]

7) Click **Continue Shopping** to add another book

OR

Click **Checkout** to complete your payment

→ Revtrak adds a 4.37% processing Fee...

CART

Clear Cart

PHUHS LIBRARY BOOKS - LOST/DAMAGED

Quantity: 1

AMOUNT: \$12.00

EDIT \$12.00

PHUHS LIBRARY BOOKS - LOST/DAMAGED

Quantity: 1

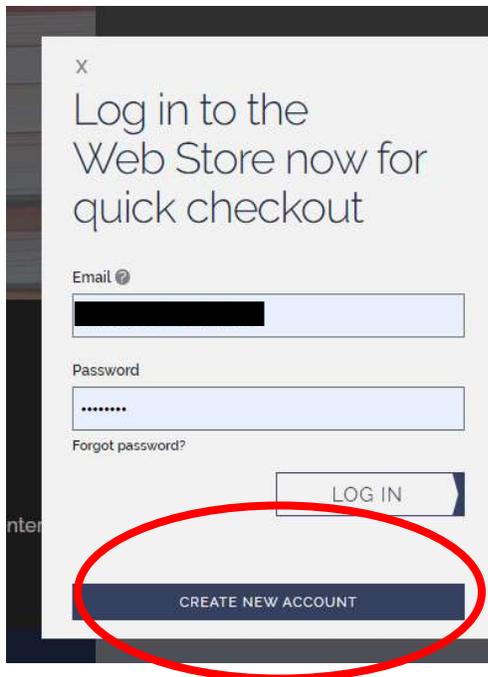
AMOUNT: \$10.00

EDIT \$10.00

SUB TOTAL	\$22.00
SERVICE FEE	\$0.80
TOTAL	\$22.80

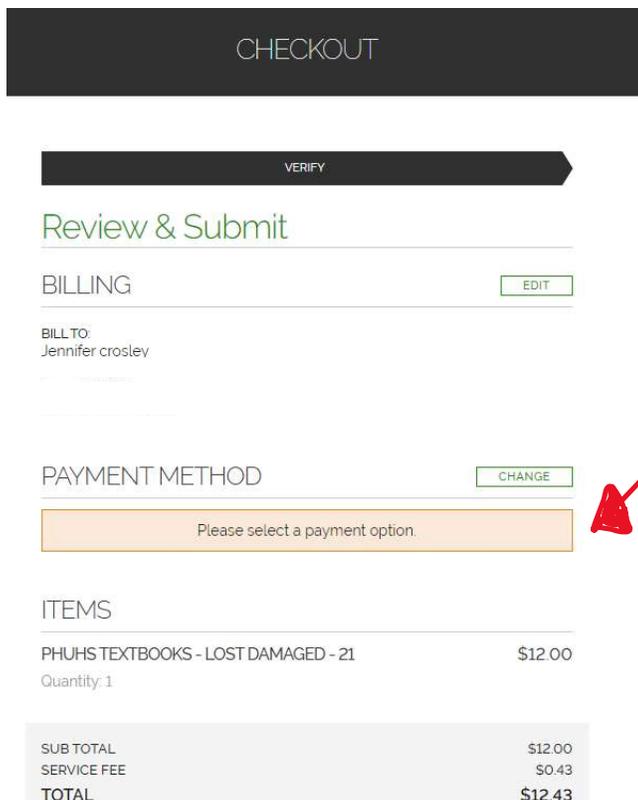
CONTINUE SHOPPING **CHECKOUT**

8) **Login** to Revtrak or **CREATE AN ACCOUNT** if you've never used it before.



A screenshot of a login form titled "Log in to the Web Store now for quick checkout". It includes fields for "Email" and "Password", a "Forgot password?" link, and "LOG IN" and "CREATE NEW ACCOUNT" buttons. The "CREATE NEW ACCOUNT" button is circled in red.

9) You can pay with **CHECK** or click **Credit/Debit**



A screenshot of a checkout page titled "CHECKOUT". It shows a progress bar with "VERIFY" and "Review & Submit" steps. The "BILLING" section shows "BILL TO: Jennifer Crosley" with an "EDIT" button. The "PAYMENT METHOD" section has a "CHANGE" button and a highlighted area with the text "Please select a payment option." A red arrow points to this area. Below is an "ITEMS" list and a summary table.

ITEMS	
PHUHS TEXTBOOKS - LOST DAMAGED - 21	\$12.00
Quantity: 1	

SUB TOTAL	\$12.00
SERVICE FEE	\$0.43
TOTAL	\$12.43

10) Pay and keep a copy of your receipt! 😊