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)**
   a. Also put the **school** the fine is from **IF** it’s **NOT** from PHUHS (ex. Carwise M.S)
6) Add to Cart

7) Click “Continue Shopping” to add another book

OR

Click “Checkout” to complete your payment

Revtrak adds a 4.37% processing Fee...
8) **Login** to Revtrak or **CREATE AN ACCOUNT** if you’ve never used it before.

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

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