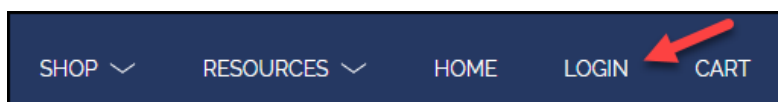


Galloway Township Public Schools

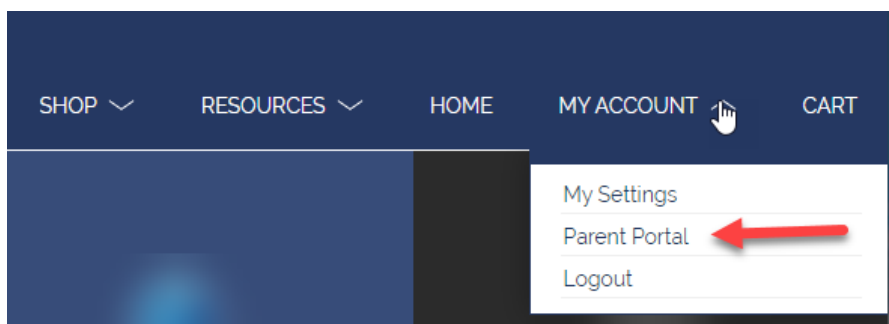
Update Payment Method in Parent Portal

Update your payment method on file on an existing registration by visiting: <https://GTPS.RevTrak.net>

Login to Existing Web Store Account





- ◆ Log into your account using the email address which was used to create the account during registration.




- ◆ Select **My Account*** from the top navigation bar.
- ◆ Select the **Parent Portal**.

***NOTE:** When using a mobile device, select the  icon to access the **Parent Portal** link in the drop-down.

Update Card/E-Check on File

Registrations with Balance			
Student	Class	Balance Due	Card On File
Jake Garcia	2020 Basketball Summer Camps Summer Camps	\$10.00	Visa: 1111 04/24 
Mariella Garcia	2020 Basketball Summer Camps Summer Camps	\$20.00	NA 

- ◆ Select the blue **Credit Card** icon () next to the registration for which you would like to update card information.

***NOTE:** Selecting this button will **NOT** process a payment. This process will simply update your **Card/E-Check** information on file for future payments that occur on this registration.

- ◆ Enter your **E-Check** information -OR- select the **SWITCH TO CREDIT CARD** button in the right-hand corner.
- ◆ Once all E-Check/Card information has been entered, select **AUTHORIZE** to complete the update. You will receive a confirmation on the screen that says **“THANK YOU, AUTHORIZATION SUCCESSFUL”** if the card information was successfully updated.