



Credit Card Ordering Instructions

I. How to create a New Account

1. Please go to order.revfoods.com
2. Click on Parents: [register online](#)
3. Enter contact information, choose a user name and password, and hit [register](#)
4. Add your students
5. Enter Child's name and **School's Access Code**
6. Choose your child's grade
7. Add another child or click [continue](#)

**Note if you are registering children attending different schools you'll need a different access code*

II. How to change your child's Grade and/or School

1. Log into your account.
2. Click on the "My Students" tab.
3. Click on the blue "[edit](#)" link next to the child you wish to update.
 - a. **Changing the child's grade:** Click on the drop down menu to change the grade level
 - b. **Changing the child's school:** Click on the blue "[Change School](#)" link and then enter the new school's Access Code. Once you change your child's school, the system will automatically bring you to the next screen to assign your child to a grade to that school.

III. Fund Your Account

Your Account Balance is a declining balance (*like FasTrak*) – you must first fund your account by charging your credit or debit card with the amount your desired amount of credit.

1. Click on the "Balance" tab at the top of the page
2. Once on the "Balance" page, click on the blue link "[Payments](#)" in order to make a payment
3. Select the amount of money you would like to charge on your credit card

IV. Order Meals

1. Click on the "Home" tab at the top of the page
2. Click on your student listed on the left side column
3. Click on a date from the menu calendar to place your order(s)
 - ★ For dates without an order, a summary of that day's menu is displayed
 - ★ For dates where an order has been placed, there is a check mark next to the date and it will display a summary of the order
 - ★ Grayed-out dates are not editable, as the order deadline has passed

Please note we ask that all weekly orders to be submitted before the deadline at 5pm on the Wednesday evening prior. You may edit your order up and until the order deadline, but after the deadline, your order is locked.