

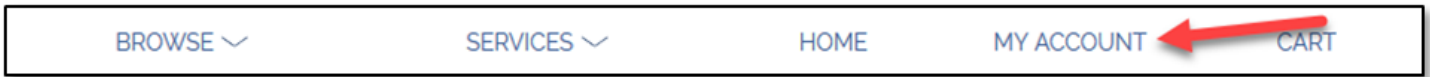
Jefferson City Schools

Pulling Tax Statements in the Parent Portal

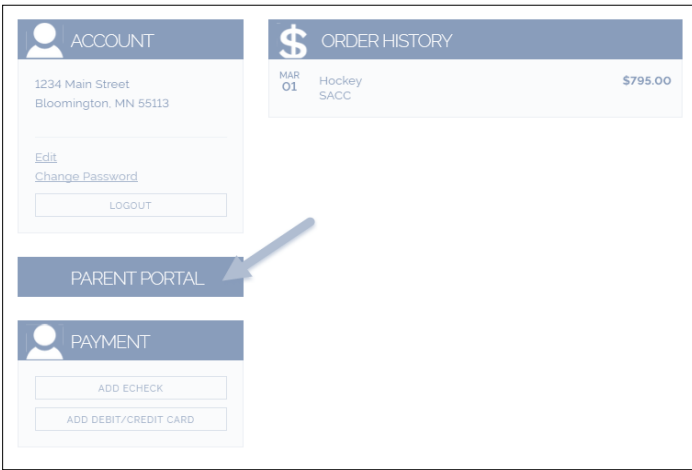


Access your current or previous year's tax statements
by visiting: <https://JeffCitySchools.RevTrak.net>

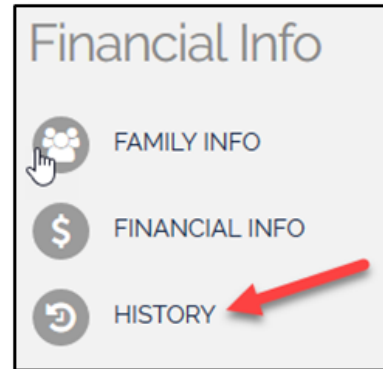
Login to Existing RevTrak Account



Select Parent Portal



- ◆ Using your Revtrak account **Email Address** and **Password**, login to your RevTrak account.
- ◆ Select **“My Account”** from the top navigation bar on your screen.
- ◆ Within the **“My Account”** page, select the **“Parent Portal”** button that should appear just between the **“Account”** and **“Payment”** sections of your account.



- ◆ Select **HISTORY** from the left-hand menu to access all past invoices and tax statements available within your account.

Select the Desired Year's Tax Statement

- ◆ Click on the link for the tax statement you wish to view/print. For your convenience, this statement can be accessed at any time. This statement will list all payments for the members of your account in one statement.

Invoice History				Reports
Name	Invoice	Date	Amount	
Sarah Bennett	135322-7455379	05/15/2017	\$100.00	• 2017 Tax Statement
Billy Bennett	135322-7455352	05/15/2017	\$0.00	• 2016 Tax Statement
Sarah Bennett	138917-7523863	06/15/2017	\$14.00	• 2015 Tax Statement
Billy Bennett	138917-7667590	06/15/2017	\$10.00	• 2014 Tax Statement
				• 2013 Tax Statement
				• 2012 Tax Statement