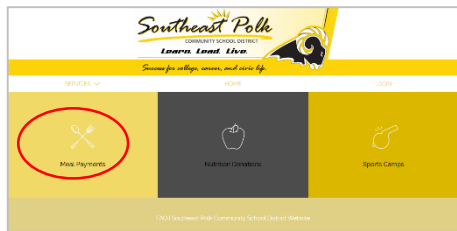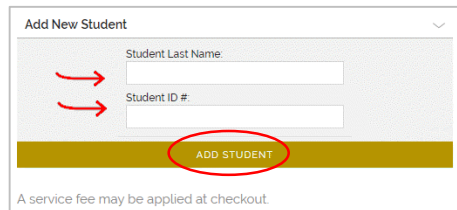# Creating Low Balance Email Settings

### Visit the Web Store

Visit SEPolk.revtrak.net and click **Meal Payment** to create/edit your low balance email settings for your student's food account. Log in or create your personal Web Store account.
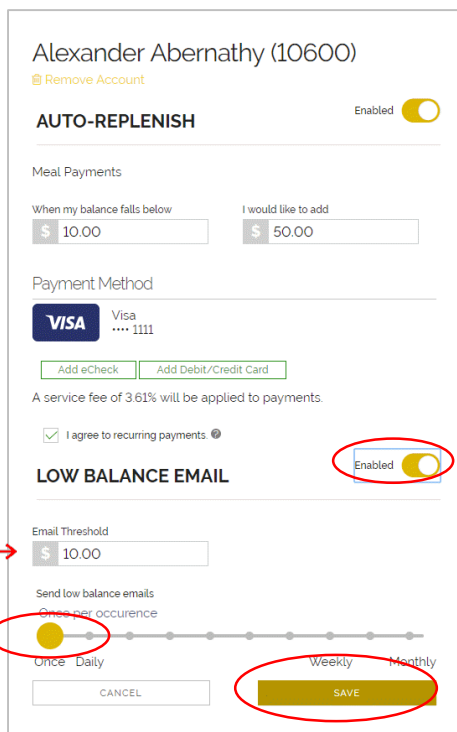
Set up Low Balance Emails for Each Student

If you haven't previously paid for your student, the name won't show on the food item. Enter your student's credentials and click **Add Student**. The student will show in the future, when logged in to the Web Store.
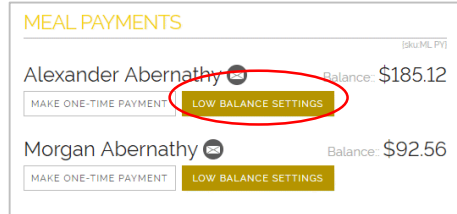
To set up Low Balance Emails for your student, click **Low Balance Settings** under their name.

Toggle "Disabled" to **Enabled** next to Low Balance Email.

You may adjust the default settings to preference, including at what threshold you will get emailed and how often.

Click **Save** to complete setup.

### Adjust settings or view payments at any time.

Settings can be adjusted at any time on the food item or in your Web Store "My Account" settings. Log in to the Web Store and select **My Settings** under **My Account** menu. Under **Linked Accounts** click on the **Student's Name** to adjust your settings.
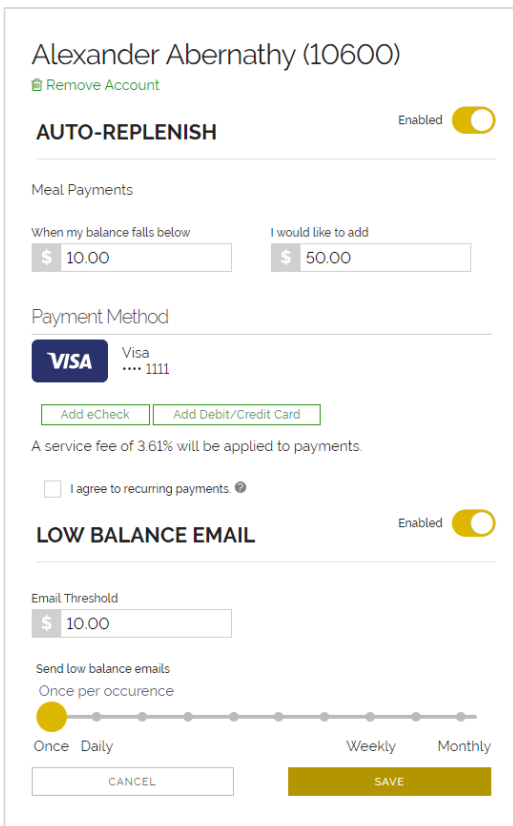
Editing Low Balance Settings

RevTrak
A VANCO COMPANY
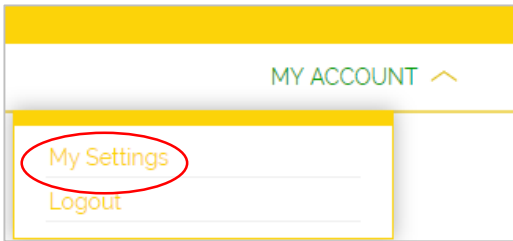
Visit the Web Store

Settings can be adjusted at any time on the food item or in your Web Store account settings. Visit **SEPolk.revtrak.net** and **Log In** to your personal Web Store account. Select **My Settings** from the **My Account** menu.

MY ACCOUNT ⌃
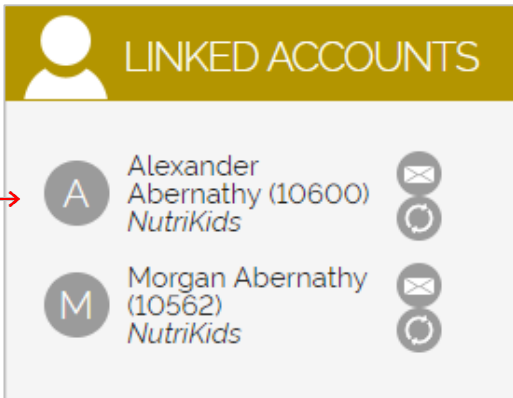
My Settings
Logout

Edit Settings for Each Student

Locate your student's name under **Linked Accounts** on the left-hand panel. Select the name of the desired student to make changes to your student's settings. You will have to make changes to each individual student.

LINKED ACCOUNTS

A   Alexander Abernathy (10600)
    NutriKids

M   Morgan Abernathy (10562)
    NutriKids

Alexander Abernathy (10600)
🗑 Remove Account

AUTO-REPLENISH   Enabled ⬤

Meal Payments

When my balance falls below   I would like to add
$ 10.00 $ 50.00

Payment Method

VISA   Visa
       ···· 1111

Add eCheck   Add Debit/Credit Card

A service fee of 3.61% will be applied to payments.

☐ I agree to recurring payments. ❓

LOW BALANCE EMAIL   Enabled ⬤

Email Threshold
$ 10.00

Send low balance emails
Once per occurence

Once Daily   Weekly   Monthly

CANCEL   SAVE

In the following pop up you will be able to make any desired changes to your student's settings.
Select **Remove Account** to unlink the student from your account.
Enable or Disable Auto Replenish and Low Balance Emails. In order to enable Auto Replenish, you must check **I agree to Recurring Payments.**
Select **Add eCheck** or **Add Debit/Credit Card** to make changes to your payment method. Removing a payment method is done in the Payment tab above the linked accounts tab.

Select **Save** to save your changes.