

## USER UPGRADE PROCESS & PAYMENT METHOD

These instructions will walk you through the user upgrade process you will need to complete after the recent update to your school's eStore website! Please follow the instructions below:

Select "Login" in the top right of the screen and enter your credentials. Once added, select "Sign In":

0 item(s) in your Cart Login

 **YOUR SCHOOL LOGO**



[Home](#)

### Sign In

New to the site? [Sign Up](#)

[GUEST CHECKOUT](#)

 **Sign in with PowerSchool**  
iSV Partner

or with Email

**Email:**  \*

**Password:**  \*

Remember Me

[Sign In](#)

[If you are locked out or forgot your password, click here to reset](#)

You will be prompted to proceed with your account upgrade. Please select the option shown below to continue forward and sync your user account:

0 item(s) in your Cart Login



## YOUR SCHOOL LOGO



[Home](#)

### Sign In

New to the site? [Sign Up](#)

GUEST CHECKOUT

Welcome Back,

It looks like your user needs to be upgraded to an Edutrak Connect User Account.

Please Click Proceed and we will guide you through the upgrade process.

By registering with the email on this upgrade process, all your past history and student details will be preserved.

[Proceed With Upgrade](#)

Remember Me

[Sign In](#)

[If you are locked out or forgot your password, click here to reset](#)

Fill out all of the required fields as indicated by the star (\*). Once all fields have been filled out accordingly, select the "Register" button:

0 item(s) in your Cart Login



# YOUR SCHOOL LOGO

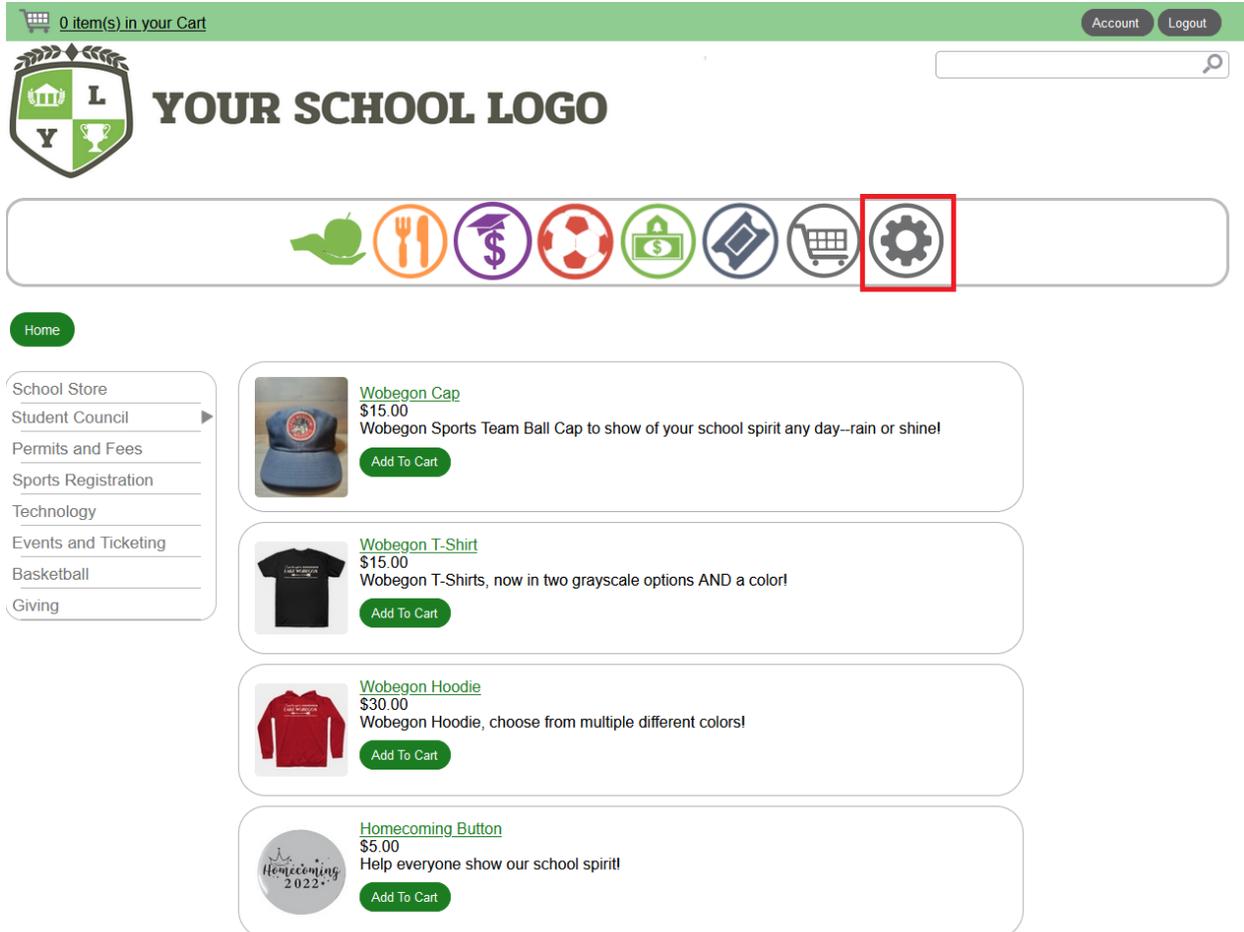


[Home](#)

First Name*	<input type="text" value="Example"/>
Last Name*	<input type="text" value="Parent"/>
Primary Phone*	<input type="text" value="(555) 555-5555"/>
Phone Type*	<input checked="" type="radio"/> Mobile Phone <input type="radio"/> Home Phone <input type="radio"/> Work Phone
Address 1*	<input type="text" value="Example Street"/>
Address 2	<input type="text"/>
City*	<input type="text" value="Example City"/>
State*	<input type="text" value="MN"/>
zip Code*	<input type="text" value="55555"/>
Create a password*	<input type="password" value="....."/>
Confirm a password*	<input type="password" value="....."/>
<input type="button" value="Register"/> <input type="button" value="Cancel Registration"/>	

Your account has now been upgraded! Because the site has been updated to the most recent version, you will need to re-enter your payment methods. This can be done at any time.

In order to add a payment method, select the settings cog icon as shown below:



The screenshot shows a school store website interface. At the top, a green navigation bar contains a shopping cart icon with the text "0 item(s) in your Cart", "Account", and "Logout" buttons. Below the navigation bar is a search bar and a school logo featuring a shield with a building, a tree, and the letters "L" and "Y". To the right of the logo is the text "YOUR SCHOOL LOGO". Below the logo is a horizontal bar containing several icons: a green apple, a fork and knife, a graduation cap with a dollar sign, a soccer ball, a house with a dollar sign, a credit card, a shopping cart, and a gear (settings) icon. The gear icon is highlighted with a red square. Below the navigation bar is a "Home" button. On the left side, there is a vertical menu with the following items: School Store, Student Council, Permits and Fees, Sports Registration, Technology, Events and Ticketing, Basketball, and Giving. The main content area displays four product listings, each with a product image, title, price, description, and an "Add To Cart" button:

- Wobegon Cap**  
\$15.00  
Wobegon Sports Team Ball Cap to show of your school spirit any day--rain or shine!  
Add To Cart
- Wobegon T-Shirt**  
\$15.00  
Wobegon T-Shirts, now in two grayscale options AND a color!  
Add To Cart
- Wobegon Hoodie**  
\$30.00  
Wobegon Hoodie, choose from multiple different colors!  
Add To Cart
- Homecoming Button**  
\$5.00  
Help everyone show our school spirit!  
Add To Cart

You may be prompted to agree to the Terms and Service. Please review them and select the appropriate options as shown below:



### Terms of Service

Our Terms of Service have recently changed.

Before you can use this site, you must agree to our Terms of Service.

Terms of Service (last updated: 6/17/2019):

TERMS OF SERVICE AGREEMENT  
This is a legal agreement (the "Agreement"), by and between Wordware Inc, 8011 34th Ave So, Suite 305, Bloomington, MN 55426, (hereinafter "Wordware" ), and the organization that subscribes for and registers to use the services provided by Wordware (hereinafter "You"). This Agreement is effective as of the moment You indicate acceptance during the registration process. [Assumes online acceptance of Agreement.]  
Wordware WILL PROVIDE ITS SERVICES TO YOU ONLY IF YOU ACCEPT ALL OF THE TERMS AND CONDITIONS OF THIS AGREEMENT DURING THE REGISTRATION OF YOUR ACCOUNT. PLEASE READ THE TERMS OF THIS AGREEMENT CAREFULLY.  
1. Provision of the Services. During the term of this Agreement, Wordware will provide You with the online payment services You order during the process of registering with Wordware (the "Services"). These Services allow You to accept online payments and process online and back office

I agree to these Terms of Service.

Accept

Select the settings cog again if needed. Then select the edit pencil icon shown below next to the “Funding Sources” field in the bottom left:



Home People and Places

### User Management

Manage your user settings here

#### Primary Billing Address

Example Parent

Example Street  
Example City, MN 55555



#### Email Address

stan+estoretest@myglobaldata.com



#### Password

\*\*\*\*\*



#### Security Question



#### Contact Preferences

Send me balance notifications  
via email

Send me balance notifications  
via phone call

Send me balance notifications  
via SMS

#### Primary Billing Phone



#### Funding Sources

No Funding Sources



Save Contact Preferences

This will bring you to your payment User Management page. Select "Add Funding Source":



Home People and Places

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## User Management

Funding Sources

---

No funding sources exist

[Add Funding Source](#)

You will be prompted to add the information pertaining to your payment method. Once the applicable fields have been completed, select "Save":



Home People and Places

## User Management

### Add a Funding Source

Please enter credit card information:

**First Name:**

**Last Name:**

**Address:**

**City:**

**State:**

**Zipcode:**

**Card Number**

**Expiration Date**

**Card Code**

SAVE

CANCEL

RESET

**Important:**

For security reasons, auto-fill is not supported for the credit card number.

Please do not select auto fill and manually enter the credit card number.

If you have problems, scroll down to the reset button and start this process over.

Any failed attempts to enter a credit card number will require you to restart the process.

Click "Reset" to restart.

You will return to the User Management page and your added payment method will be listed under the "Funding Sources" column. To return to the eStore website, select the green store icon:



[Home](#) [People and Places](#)

## User Management

### Funding Sources

Type	Last 4	Added
Credit Card	8888	12/20/2023 <span>✖</span>

[Add Funding Source](#)

[...or Return to settings page](#)

Your user upgrade has been completed and you are now set to continue making purchases on the website as needed!

0 item(s) in your Cart Account Logout

 **YOUR SCHOOL LOGO**



[Home](#)

- School Store
- Student Council
- Permits and Fees
- Sports Registration
- Technology
- Events and Ticketing
- Basketball
- Giving



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