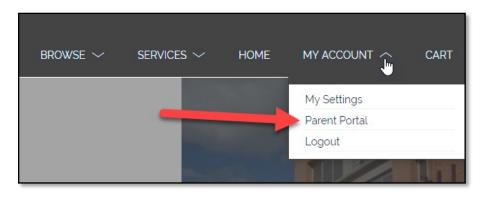
## **Amherst Central Schools**

## Pulling Tax Statements in the Parent Portal



Access your current or previous year's tax statements by visiting: <a href="https://AmherstSchools.RevTrak.net">https://AmherstSchools.RevTrak.net</a>

## Login to Existing RevTrak Account



- Login using your Email Address and Password
- Select <u>My Account</u>\* from the top navigation bar.
- ♦ Select the **Parent Portal**.

\*NOTE: When using a mobile device, select the = icon to access the <u>Parent Portal</u> link in the drop-down.

 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.

