

Getting Started with mySchoolBucks™

Congratulations, your school district now offers **mySchoolBucks**, a convenient and secure online payment and parent information portal! With **mySchoolBucks** you can deposit money into one or more student accounts, track purchase history, create low-balance reminders and even set-up an automatically recurring payment.

As you will soon discover, **mySchoolBucks** is designed to be intuitive and easy to use, but to help you get started, this document will guide you through the process of:

- creating a new parent account
- adding one or more students to your account
- making a payment

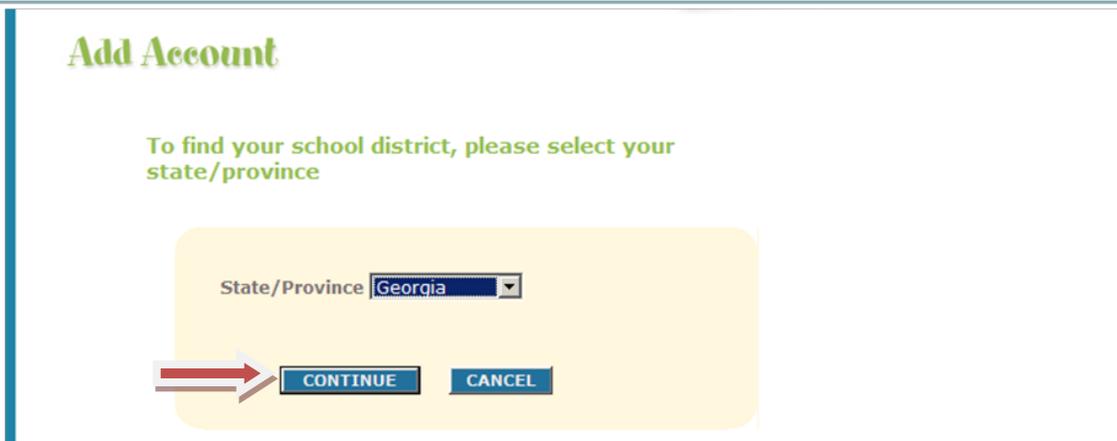
Creating a New Parent Account

STEP 1: GETTING STARTED



Direct your web browser to the mySchoolBucks homepage (www.myschoolbucks.com). When you arrive at the website, click the **Start Here** link.

STEP 2: SELECT STATE



Select your school district's state from the drop-down menu, and then click **Continue**.

STEP 3: SELECT SCHOOL DISTRICT

Add Account

Please select your school district

School District



Select your school district from the drop-down menu, and then click **Continue**. If you mistakenly selected the wrong state, click **Go Back** and choose the correct state.

STEP 4: ENTER STUDENT INFORMATION

Add Account

 indicates required field

First Name

Last Name

Street Address

City

State/Province

ZIP/Postal code

Daytime phone (###-###-####)

Evening phone

Login ID
(Must be at least 4 characters and may only contain letters, numbers, or underscores.)

Password
(Must be at least 4 characters - case sensitive)

Confirm Password

If you forget your password, we'll ask you for the answer to the security question. To protect your user profile, please choose a question that is memorable for you but difficult for others to guess.

Security Question

Security Answer
(Must be at least 4 characters - case sensitive)

Notice: Your school district may impose a convenience fee of \$2.00 with each payment or order.

I am 18 years of age or older and I agree to the [Terms of Service](#)



Complete all of the required registration information, as noted by the red box at the top right-hand corner of the screen. When all necessary information has been added, click **Register**.

STEP 5: COMPLETE REGISTRATION



Click **Finish** to complete the registration process. You will receive an email confirmation with your login information.

Adding Students to Your Account (“My Household”)

Once you have created a parent account, click **My Household** on the left-side navigation bar to add students to your account. The following steps are required to add one or more students to your Household.

STEP 1: STUDENT LOOKUP

mySchoolBucks.com™
Helping parents care for children™

Parent Resources
Getting Started
My User Profile
E-mail Preferences
Cafeteria Purchases
My Household

Payment Center
My Basket
Make A Payment
School Store
My Credit Cards
My Order History
My Payment History

More Info
Help / FAQ
Contact Us

Getting Started

To get started, complete the following steps:

Step 1. If you are a parent, **look up your students** and add them to your household. *

Step 2. **Make a payment.**

Step 3. Visit our **school store** to purchase other school related items.

* If you are an alumni or school supporter or do not have children enrolled in the school

My Household (No students registered)

To add one or more students to your Household, click **look up your students**.

STEP 2: ENTER STUDENT INFORMATION

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Log Out

Add Student

To find a student please select the name of the school, enter the students name and info, and choose Find.

■ indicates required field

School: Mitchell County High School

First Name: []

Last Name: []

One of the following is required

Birthdate: January 1, 2000

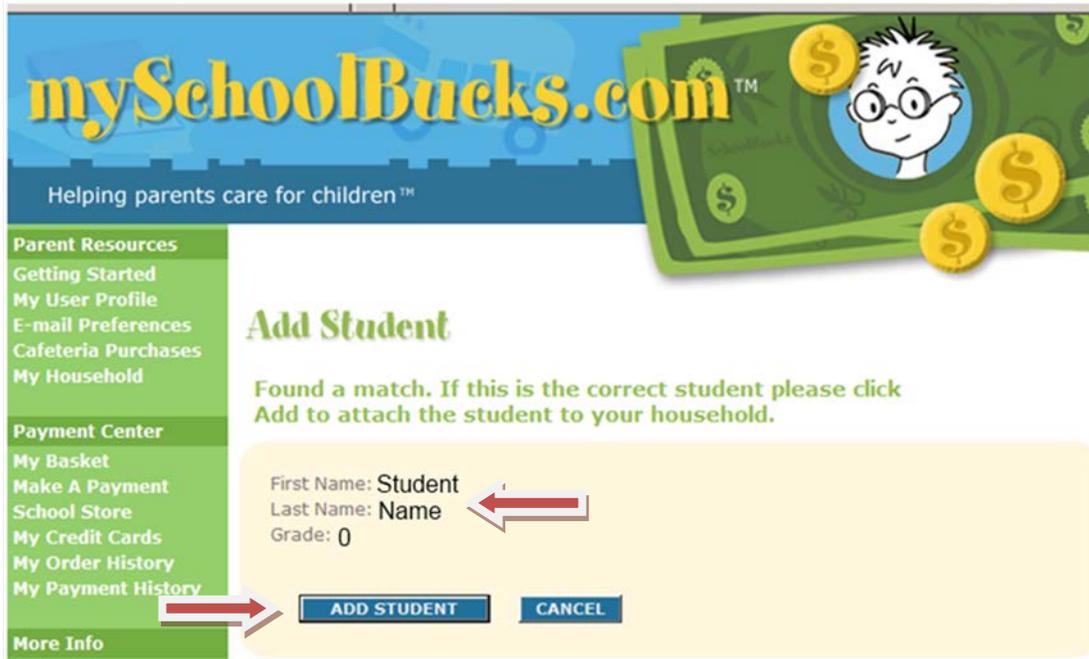
or

Student #: []
Don't have your child's student ID?

FIND STUDENT CANCEL

Select your school district from the drop-down menu. Enter the student's first name, last name and birth date or Student ID Number. Then click **Find Student**.

STEP 3: ADD STUDENT



A student's name and grade will be displayed when the search is complete. If this is the correct student, click **Add Student**. If the information is not correct, click **Cancel** and try your search again.

STEP 4: FINISH or ADD ANOTHER STUDENT



You have now successfully added a student to your Household. To associate more students with your account, click **Add Another Student** and complete **Steps 1-3** until all students have been added. If there are no other students to add, click **Finish**.

Deposit Money into a Student Account

Once you have added students to your Household, their names and schools will appear by clicking the **My Household** link on the left-hand side of the page. This page will also display the current balance available for each student. From this page you can deposit money into a Student Account, view purchase history and add or remove students.

The following steps are required to deposit money into a student account.

STEP 1: GETTING STARTED

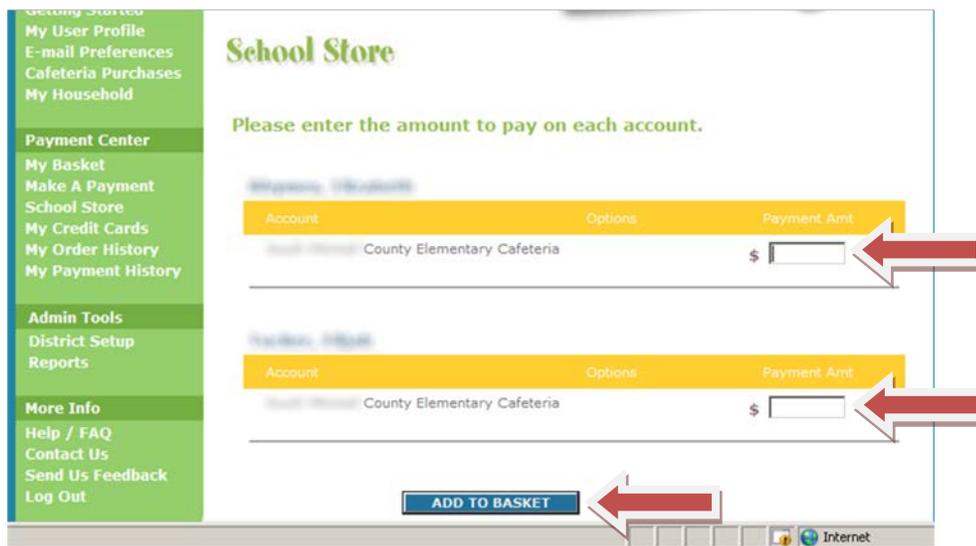


The screenshot shows the 'myHousehold' website interface. On the left is a green navigation menu with categories: Parent Resources, Payment Center, and More Info. The main content area features the 'myHousehold' logo, a 'Print Friendly' icon, and a message: 'Your students and their account balances are displayed below. The account balances may not reflect the most recent payments. Please allow 1-2 school days for processing.' Below this, there are links for 'Make A Payment' and 'Add Student', with a red arrow pointing to 'Make A Payment'. Other links include 'View Cafeteria Purchases', 'Change Schools', and 'Remove Student'. A table titled 'Account Balances' is visible, showing a balance of \$10.00 for the County Elementary Cafeteria account.

Account	Balance	Last Updated By School
County Elementary Cafeteria	\$10.00	Mar 17, 2011 6:15 PM

To deposit money into one or more student accounts, click **Make a Payment**.

STEP 2: ENTER DEPOSIT AMOUNT(S)



The screenshot shows the 'School Store' website interface. The main content area displays the instruction: 'Please enter the amount to pay on each account.' Below this, there are two rows of account information, each with a 'Payment Amt' input field. A red arrow points to the input field for the first row. At the bottom of the page, there is a blue 'ADD TO BASKET' button, also highlighted with a red arrow.

Enter the amount you want to deposit into each student account, and then click **Add to Basket**.

STEP 3: REVIEW DEPOSIT(S)

mySchoolBucks.com™
Helping parents care for children™

Admin Resources
Getting Started
My User Profile
E-mail Preferences
Cafeteria Purchases
My Household

Payment Center
My Basket
Make A Payment
School Store
My Credit Cards
My Order History
My Payment History

Admin Tools
District Setup

My Basket

Name	Student	Unit Price	Quantity	Total Price	
County Elementary Cafeteria		\$5.00	1	\$5.00	Remove

[Setup a payment schedule](#)

[CHECK OUT NOW](#) [CONTINUE SHOPPING](#)

Review the amount(s) you have entered and verify the information is correct. If you need to adjust any amount, click **Continue Shopping**. If the information is correct and you are finished, click **Check Out Now**.

STEP 4: ENTER PAYMENT INFORMATION

Getting Started
My User Profile
E-mail Preferences
Cafeteria Purchases
My Household

Payment Center
My Basket
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School Store
My Credit Cards
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My Payment History

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Log Out

Order - Select Billing Account

Please enter a credit card number to use for this payment.

■ indicates required field

Card Type:

Card Number ■: (ex: 1234567890123456)

Expiration Date:

Name on Card ■:

Billing Address ■:

City ■:

State/Province:

ZIP/Postal code ■:

Note: Please ensure your billing address matches the record on file with your credit card provider.

You may update your credit card information at a later time by selecting 'My Credit Cards'.

[CONTINUE](#) [GO BACK](#) [CANCEL](#)

Enter your payment information, making sure to complete all required fields, then click **Continue**.

STEP 5: CARD VERIFICATION

Getting Started
My User Profile
E-mail Preferences
Cafeteria Purchases
My Household

Payment Center
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Log Out

Order - Card Verification

Please enter the card verification number from your credit card.

■ indicates required field

Verification Code ■

CONTINUE **GO BACK** **CANCEL**

Note: For your protection, we require that you enter a credit card verification number for all purchases made online. For Visa, MasterCard, or Discover the verification number is the final 3-digit number located on the back of the credit card. For American Express, it is the four digits printed above the account number on the front of the card.

Card ID

Card ID

If paying with a credit or debit card, enter the three- or four-digit Verification Code that appears on the card, and then click **Continue**.

STEP 6: REVIEW ORDER

My User Profile
E-mail Preferences
Cafeteria Purchases
My Household

Payment Center
My Basket
Make A Payment
School Store
My Credit Cards
My Order History
My Payment History

More Info
Help / FAQ
Contact Us
Send Us Feedback
Log Out

Order - Review Your Order

Please review the amounts entered and the total charges to your credit card. When you're ready, press the Place Order button to complete the transaction.

Refund Policy: Please contact the school administrator for our refund policy.

Name	Student	Unit Price	Quantity	Total Price
County Middle School Cafeteria	XXXXXXXXXX	\$5.00	1	\$5.00
County Elementary Cafeteria	XXXXXXXXXX	\$5.00	1	\$5.00

Subtotal: \$10.00

Convenience Fee: \$0.00

Grand Total: \$10.00

Bill to: Visa ending in 8795

PLACE ORDER **GO BACK** **CANCEL**

Deposit amount(s).

Payment subtotal.

Total amount including any convenience fee.

Review your order and make sure that all deposits are correct. This screen will show the amount of deposit for each student, a subtotal of the payment and then the total payment amount including any convenience fee to make a payment. If the order is correct, click **Place Order**.

STEP 7: PAYMENT CONFIRMATION & RECEIPT

Order - Order Results

Your order was accepted. Thank you!

Your reference code is [redacted]

If you have provided an email address you will receive an email confirmation. You may check Order History on this website at any time for order status.

Press the Print Order button to print a copy for your records.

[PRINT ORDER](#) [FINISH](#)

When your order is complete, you will receive a confirmation number that can be used to locate this transaction at a later date. We recommend you print this page and keep a copy for your records. After clicking Print Oder, a printable receipt (sample below) will open in a new window.

2/17/2011 mySchoolBucks - Your County Schools

Order

ID: 0113447104 3101047101
 Date: Feb 17, 2011 8:47 AM
 Status: closed
 School District: Your County Schools
 Store: Food Services Store
 Name: Smith, Charles
 Address: PO Box 292
 Green River, WY 83007
 Daytime phone: 410-623-4000
 Evening phone: 410-579-1112
 E-mail Address: charles.smith@gmail.com

Sample MySchoolBucks Receipt

Name	Student	Unit Price	Quantity	Total Price
Elementary School Cafeteria	Smith, Charles	\$12.00	1	\$12.00
Subtotal:				\$12.00
Convenience Fee:				\$2.00
Grand Total:				\$14.00

Bill to: Visa ending in 1234

After printing this page, close the receipt window and click **Finish** to complete your transaction.