

MySchoolBucks.com Online Food Service Payment Instructions

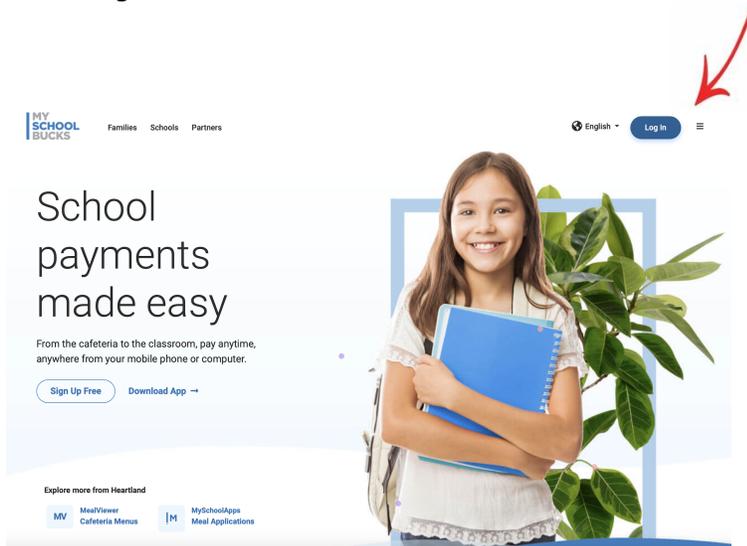
If you currently have a MySchoolBucks account, great! Log in and skip to *Step 3*. You are all set.

If you do not have a MySchoolBucks account, follow the steps below to create an account.

Step 1)

Go to www.MySchoolBucks.com

Click “Log In”



Step 2)

Click “Sign up today!” and complete the sign-up information.

A screenshot of the MySchoolBucks.com login/sign-up form. The form is titled 'Returning Customer' and includes a language selector for 'English'. It has two input fields: 'Username / Email' and 'Password'. A 'Forgot password?' link is next to the password field. Below the fields is a blue 'Log In' button. At the bottom of the form, there is a link that says 'Don't have an account? Sign up today!'. A red arrow points to this link.

Springfield Public Schools

Search. Learn. Serve.

MY SCHOOL BUCKS English ▾

HOME ▸ SIGN UP

Sign Up

Search for your district by state or province

New Jersey ▾

Springfield Board of Education ▾ i

Step 3)

Once logged into your MySchoolBucks account, go to the top menu bar and locate the “Meal Accounts” tab. Click “Make A Payment” from the drop-down menu.

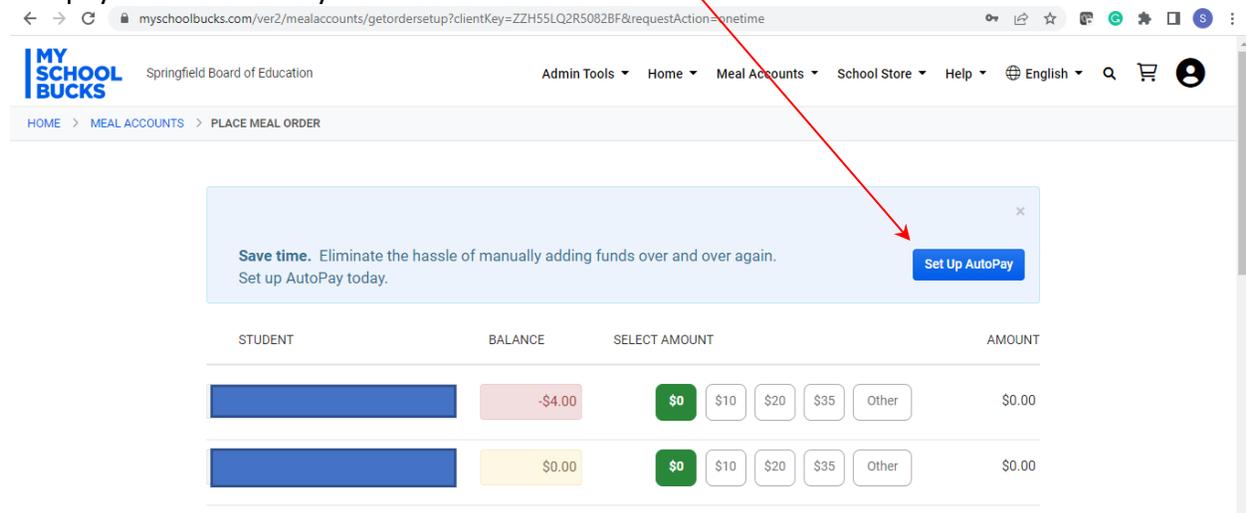
The screenshot shows the MySchoolBucks parent portal interface. The top navigation bar includes 'MY SCHOOL BUCKS', 'Springfield Board of Education', and several menu items: 'Admin Tools', 'Home', 'Meal Accounts', 'School Store', and 'Help'. The 'Meal Accounts' dropdown menu is open, displaying options: 'View Account Balances', 'Request Balance Transfer', 'Recent Payments', 'AutoPay Settings', and 'Cafeteria Meal History'. A blue 'Make A Payment' button is prominently displayed at the bottom of this menu. A red arrow points from the 'Meal Accounts' tab in the top bar to the dropdown menu, and another red arrow points from the 'Make A Payment' button to the bottom of the page.

Springfield Public Schools

Search. Learn. Serve.

Step 4)

Here is where you can either set-up for "Set Up Autopay" or pick an amount to add. You can add payments for all of your students list below.



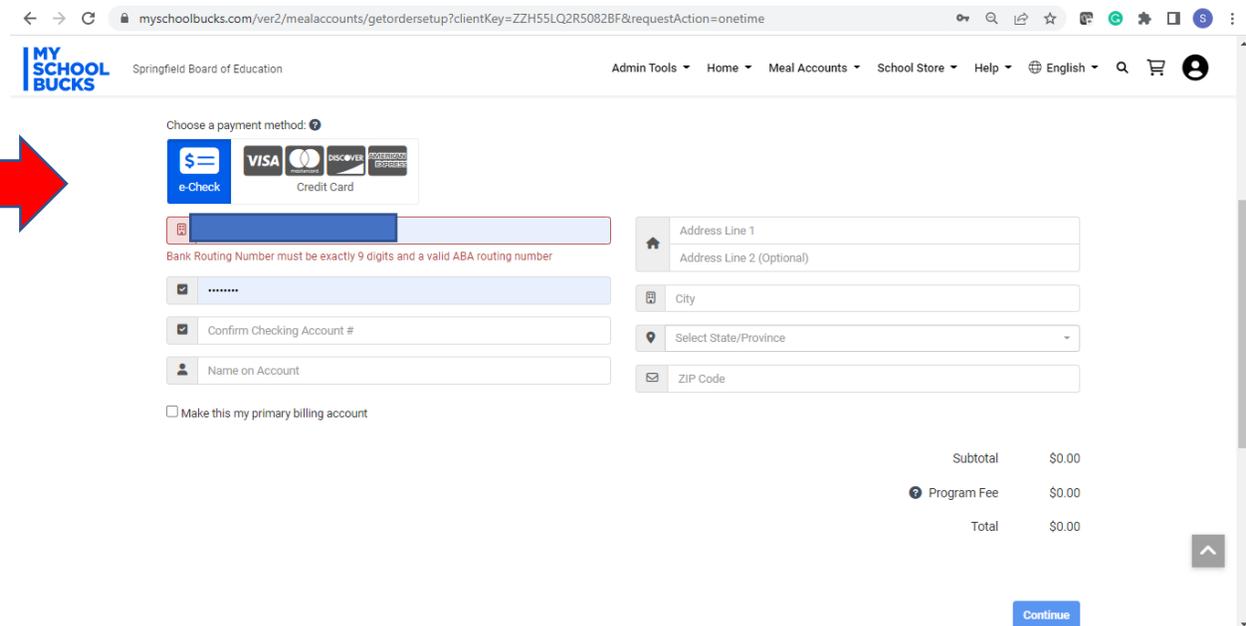
Save time. Eliminate the hassle of manually adding funds over and over again. Set up AutoPay today.

[Set Up AutoPay](#)

STUDENT	BALANCE	SELECT AMOUNT	AMOUNT
[Redacted]	-\$4.00	<input type="radio"/> \$0 <input type="radio"/> \$10 <input type="radio"/> \$20 <input type="radio"/> \$35 <input type="radio"/> Other	\$0.00
[Redacted]	\$0.00	<input type="radio"/> \$0 <input type="radio"/> \$10 <input type="radio"/> \$20 <input type="radio"/> \$35 <input type="radio"/> Other	\$0.00

Step 5)

At this point you will be asked to choose a payment method whether you pay by e-check or credit card. When you have filled in all of the fields click "continue"



Choose a payment method:

e-Check Credit Card

Bank Routing Number must be exactly 9 digits and a valid ABA routing number

Confirm Checking Account #

Name on Account

Make this my primary billing account

Address Line 1
Address Line 2 (Optional)
City
Select State/Province
ZIP Code

Subtotal \$0.00
Program Fee \$0.00
Total \$0.00

[Continue](#)

Springfield Public Schools

Search. Learn. Serve.



Once payment has been submitted, you should receive an email with your payment confirmation.