



MySchoolBucks

Parent User Guide

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MySchoolBucks Parent User Guide

MySchoolBucks is an award-winning service offered by Heartland Payment Systems, Inc. Heartland Payment Systems is known for fair, fully disclosed pricing and empowering our customers to take control of their payment processing costs.

Since being introduced a number of years ago, MySchoolBucks has become the product of choice for thousands of schools throughout the United States. Whether paying for chemistry lab fees, purchasing books, buying athletic tickets, or simply paying for school lunch, MySchoolBucks gives parents the peace of mind when it comes to their children's school purchases.

With MySchoolBucks, parents are able to register for an account and view information for free. Parents are also able to view account balances or recent purchases in the school cafeteria, add money to their student's account, and set up low balance alerts through this award-winning, parent friendly system.

Browser Compatibility

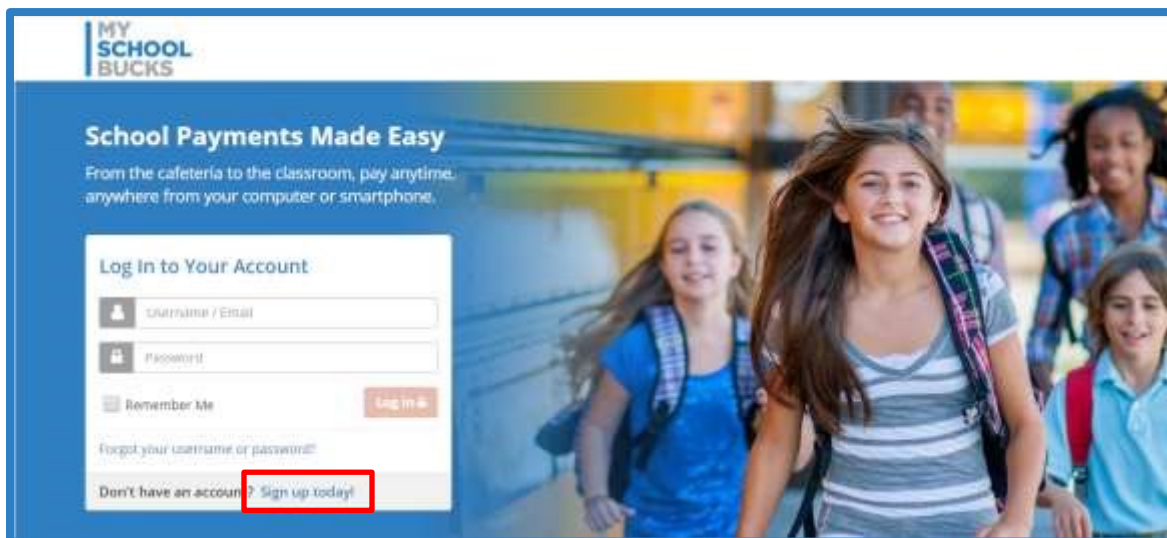
Before using MySchoolBucks, make sure that your browser version is compatible. The following browser versions are supported:

- Microsoft Internet Explorer (11 or higher)
- Google Chrome (22 or higher)
- Mozilla Firefox (27 or higher)
- Apple Safari (7 or higher)

Using browser versions older than those listed may result in reduced functionality.

Creating a Parent Account in MySchoolBucks

All new parent users must click **Sign up today** and follow the on-screen instructions to establish their account.



The registration process will require you to select the state, followed by the district, in which your students attend, your first and last name, e-mail address, and password. Your e-mail address will be your username when logging in.

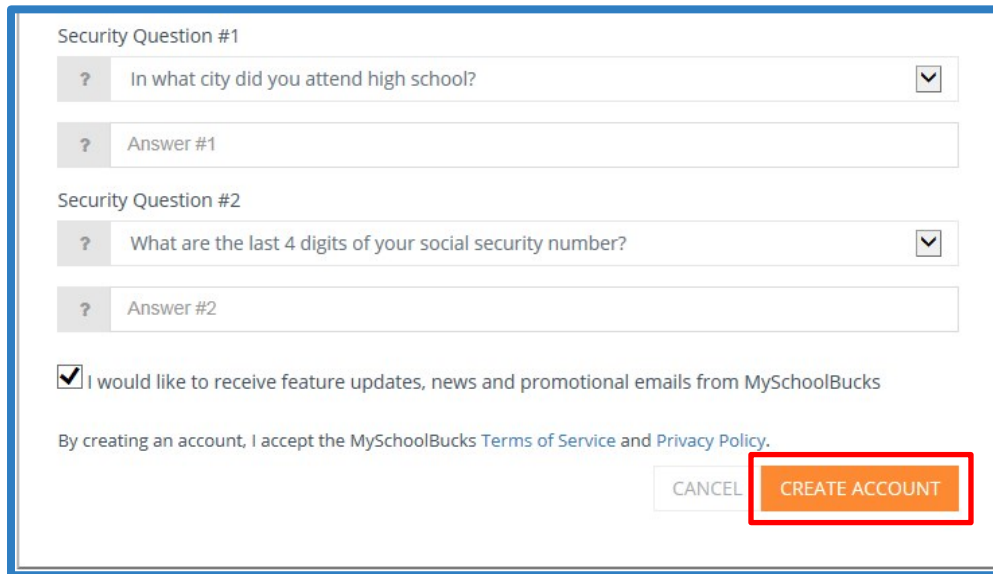
Sign Up

Search for your district by state or province

NOTE: Your e-mail address will be your username

MUST be at least 6 characters long

You are also required to select two security questions and fill out the answers. Once all information is entered, click **CREATE ACCOUNT**. A welcome e-mail will be sent to the e-mail address confirming that your profile was created.



Security Question #1

? In what city did you attend high school?

? Answer #1

Security Question #2

? What are the last 4 digits of your social security number?

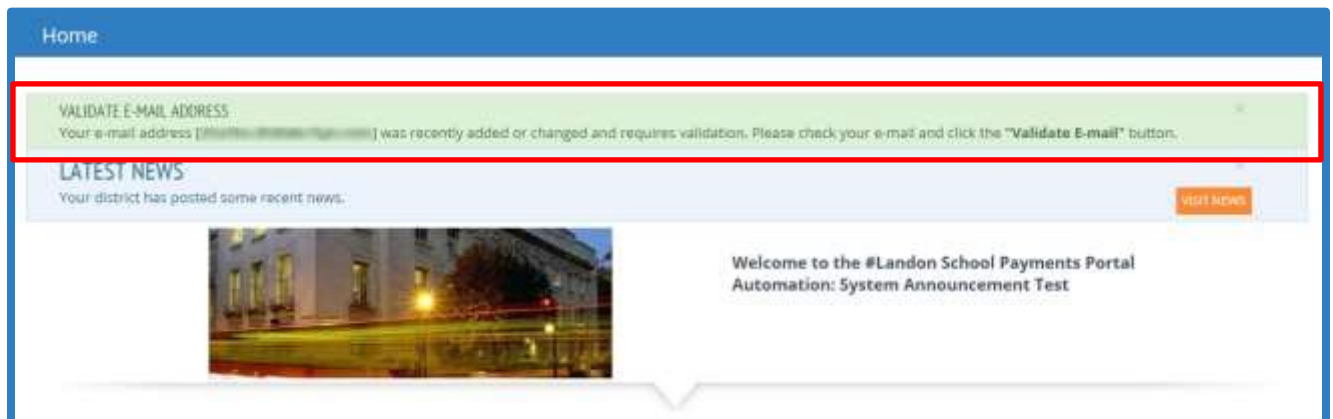
? Answer #2

☒ I would like to receive feature updates, news and promotional emails from MySchoolBucks

By creating an account, I accept the MySchoolBucks [Terms of Service](#) and [Privacy Policy](#).

CANCEL CREATE ACCOUNT

Make sure to validate your email address after creating your account. Validating your email should prevent login problems and ensure that you receive important emails from MySchoolBucks.



Home

VALIDATE E-MAIL ADDRESS

Your e-mail address [redacted] was recently added or changed and requires validation. Please check your e-mail and click the "Validate E-mail" button.

LATEST NEWS

Your district has posted some recent news.

Visit News

Welcome to the #Landon School Payments Portal Automation: System Announcement Test

Username and Password Recovery

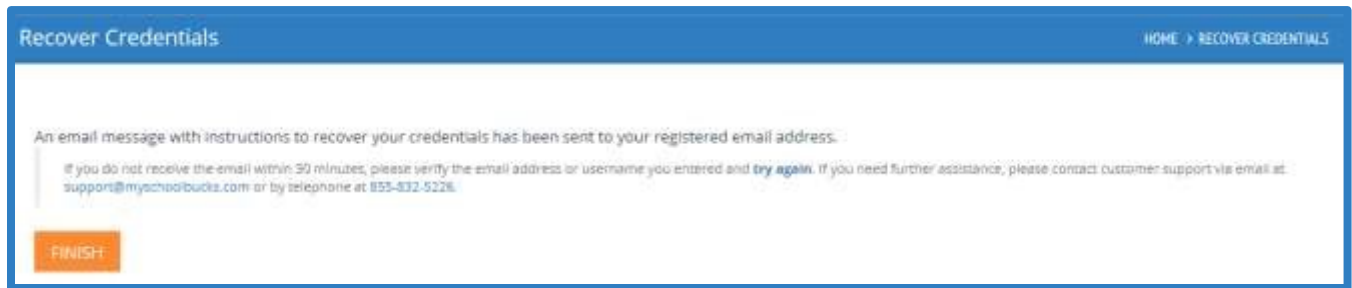
If you have already created an account but have forgotten your login credentials, you can recover your profile either by entering the e-mail address associated with your account or the

mobile phone number associated with the account. To recover your profile, first click **Forgot your username or password?**

If you would like your information sent to you via text message, click **Mobile Phone #**, enter the phone number associated with the account, and click **Continue**. If you would like your information sent to you via e-mail, click **E-mail Address/Username**, enter the e-mail address or username associated with the account, and click **Continue**.

NOTE: You must validate your mobile number before it may be used for password recovery.

A text message or e-mail will be sent to you. Click **Finish** to return to the login screen.



Recover Credentials

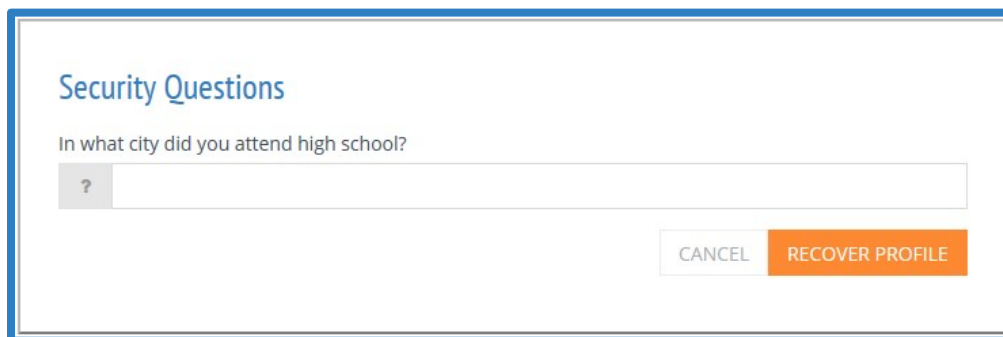
HOME > RECOVER CREDENTIALS

An email message with instructions to recover your credentials has been sent to your registered email address.

If you do not receive the email within 30 minutes, please verify the email address or username you entered and **try again**. If you need further assistance, please contact customer support via email at: support@myschoolbucks.com or by telephone at 855-832-5226.

FINISH

The e-mail will contain a link. Click the link to begin recovering your profile. You may be presented with one of the security questions set up during your account creation. Enter the answer to the question and click **Recover Profile**.



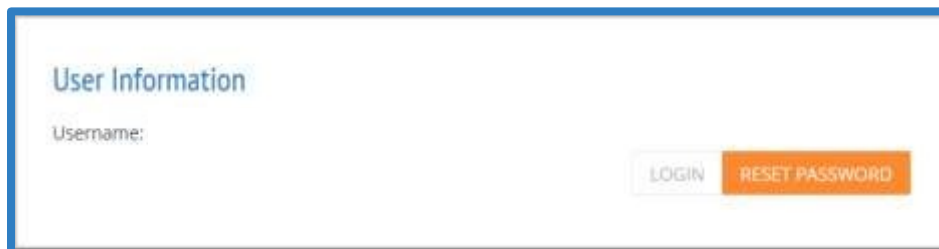
Security Questions

In what city did you attend high school?

?

CANCEL RECOVER PROFILE

After correctly answering the security question, you will be provided with your username. If you remember your password, click **Login** and enter your password. If you do not remember your password, click **Reset Password**.

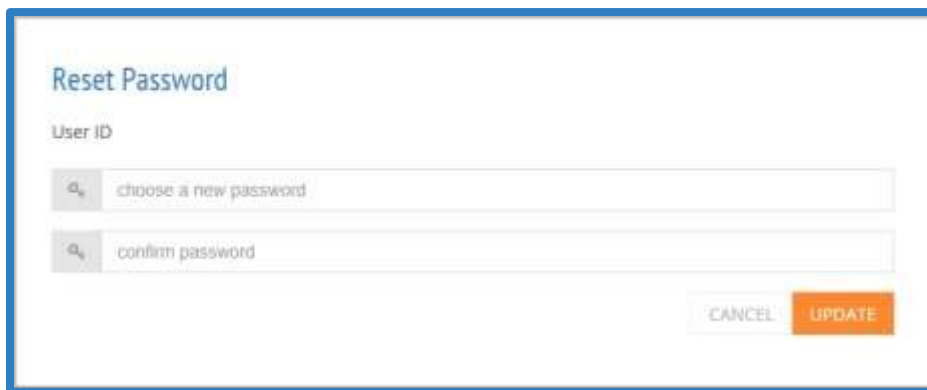


User Information

Username:

LOGIN RESET PASSWORD

To reset your password, enter a new password in the top field and re-enter it in the field below. Then, click **Update**. Note that the password must be at least 6 characters



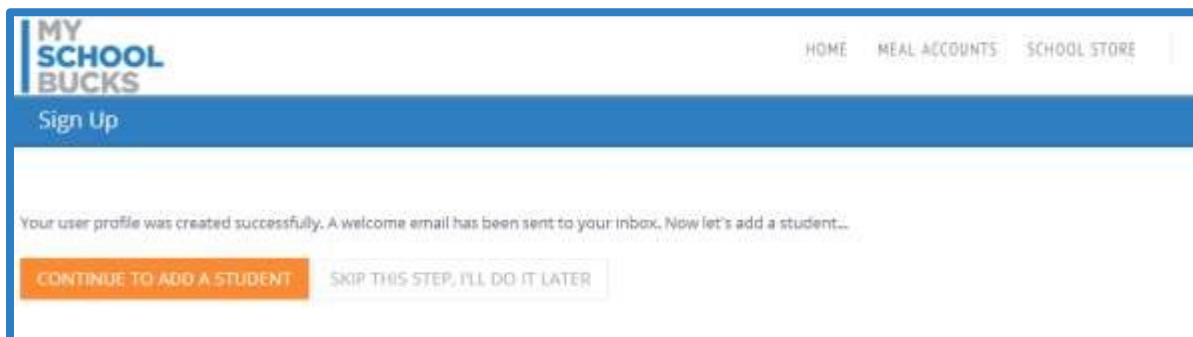
Reset Password

User ID

[CANCEL](#) [UPDATE](#)

Adding a Student

After creating your account, you will then have an opportunity to add a student. You can choose to skip this step until a later time.



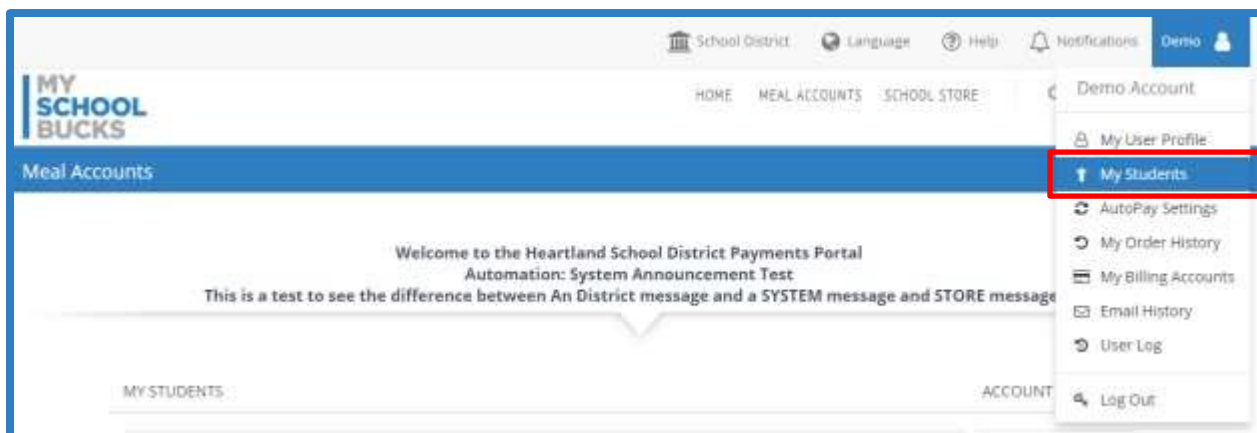
MY SCHOOL BUCKS HOME MEAL ACCOUNTS SCHOOL STORE

Sign Up

Your user profile was created successfully. A welcome email has been sent to your inbox. Now let's add a student...

[CONTINUE TO ADD A STUDENT](#) [SKIP THIS STEP, I'LL DO IT LATER](#)

If you want to add a student after the initial account setup, or if you would like to add an additional student, you can do so from the **My Students** link.



School District Language Help Notifications Demo

MY SCHOOL BUCKS HOME MEAL ACCOUNTS SCHOOL STORE

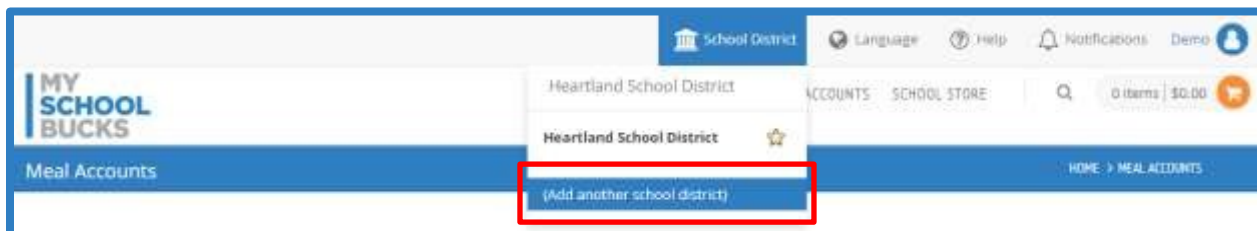
Meal Accounts

Welcome to the Heartland School District Payments Portal
Automation: System Announcement Test
This is a test to see the difference between An District message and a SYSTEM message and STORE message

MY STUDENTS ACCOUNT

- Demo Account
- My User Profile
- My Students**
- AutoPay Settings
- My Order History
- My Billing Accounts
- Email History
- User Log
- Log Out

The student's district will automatically be populated. If a new District needs to be added, click **School District** at the top of the screen, and then click **Add another school district**.



To add a student, enter the student's first name, last name, and student number and click **FIND STUDENT**.

 A screenshot of the 'Add Student' form in the MySchoolBucks application. The form has a title 'Add Student' in blue. Below the title is a instruction: 'To add a student to your account please enter their name and identifying information.' followed by the text '#Sue School'. There are three input fields, each with a person icon on the left: 'First Name', 'Last Name', and 'Student #'. Below these fields is a link that says 'Don't have your child's student ID?'. At the bottom right of the form are two buttons: a grey 'CANCEL' button and an orange 'FIND STUDENT' button.

If the student is not able to be found, you will see the below message.

Add Student

To add a student to your account please enter their name and identifying information.

#Sue School

Not

!

We were unable to identify a student with the information provided

There

!

12345

!

Don't have your child's student ID?

CANCEL

FIND STUDENT

If you received this message, it likely means that some information was entered incorrectly. If there are no errors in the student information and the student is still not found, you will need to contact the school to verify your student is in their records.

If you do not know the student number, click **Don't have your child's student ID**.

Add Student

To add a student to your account please enter their name and identifying information.

#Sue School

First Name

Last Name

Student #

Don't have your child's student ID?

CANCEL

FIND STUDENT

The Student ID Request page will open. Enter your e-mail, the student's first and last name, the student's birthday, and any comments you may have. Then, click **Send**. You will receive an email with your child's student number, which will allow you to add the child to your account.

NOTE: Your student ID request will have to be processed, so it may take a few days for you to receive an e-mail with your child's student ID.

Student ID Request

To send a request to your school to lookup the student ID for your child, please enter the student's name and info, and choose Submit.

✉

👤

👤

📅

✍

CANCEL

SEND

Once the student is found, you will have the option to request a "low balance" e-mail be sent to your e-mail once the student's balance falls below a dollar amount that you choose. If you do not want a low balance e-mail, simply un-check the box.

Add Student

School: School1
First Name: Claud
Last Name: Strife
Grade: 7

☒ Send e-mail when meal account balance reaches or falls below:

\$

If your district has enabled them for editing, Meal Controls are available for you to set spending limits for the student being added. Note that Meal Controls settings are on a *per student* basis, so you need to set controls for each individual student.

Under Daily Spending Limit Amount, enter the amount of money you want to allow your student to spend each day. Under Weekly Spending Limit Amount, enter the total amount of money you want to allow your student to spend each week. Make sure that the amounts in these fields are within the range shown under Daily Range and Weekly Range.

The Meal Options let you determine if your student is allowed to use cash from their account on a la carte items. If you select **Cash Account for meals/a la carte**, your student will be allowed to spend account money on a la carte items in addition to meals. If you select **Cash Account for meals only**, your student will only be allowed to spend account money on meals.

Meal Controls

Daily Spending Limit Amount:

\$
5.00

(UnL = Unlimited)

Daily Range: Unlimited

Weekly Spending Limit Amount:

\$
UNL

(UnL = Unlimited)

Weekly Range: Unlimited

Meal Options:
☒ Cash Account for meals / à la carte
☐ Cash Account for meals only

CANCEL
ADD STUDENT

When finished, click **Add Student**.

Add Student

School: School1
First Name: Claud
Last Name: Strife
Grade: 7

☒ Send e-mail when meal account balance reaches or falls below:
\$ 10.00

Meal Controls

Daily Spending Limit Amount:
\$ 5.00 (UNL = Unlimited)
Daily Range: Unlimited

Weekly Spending Limit Amount:
\$ UNL (UNL = Unlimited)
Weekly Range: Unlimited

Meal Options: ☒ Cash Account for meals / à la carte ☐ Cash Account for meals only

[CANCEL](#) [ADD STUDENT](#)

Once the student is added, you will see the below confirmation. You can click **ADD ANOTHER STUDENT** to add another student or **FINISH** to complete the process.

MY
SCHOOL
BUCKS

HOME STUDENTS MEAL ACCOUNTS SCHOOL STORE

Add Student

The student you selected has been successfully added to your household.

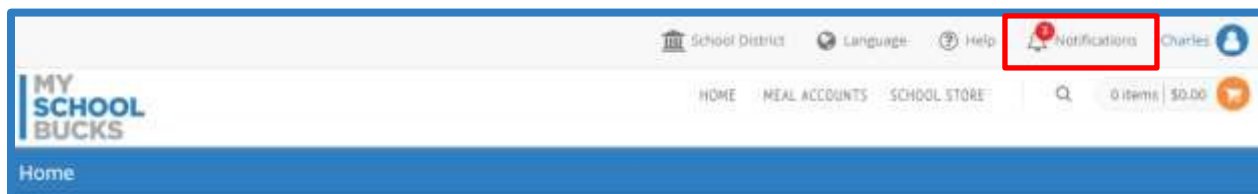
[ADD ANOTHER STUDENT](#) [FINISH](#)

NOTE: If you have a Membership payment plan, such as for OnePay Student Membership, you will be prompted when adding new students to confirm or update Membership information.

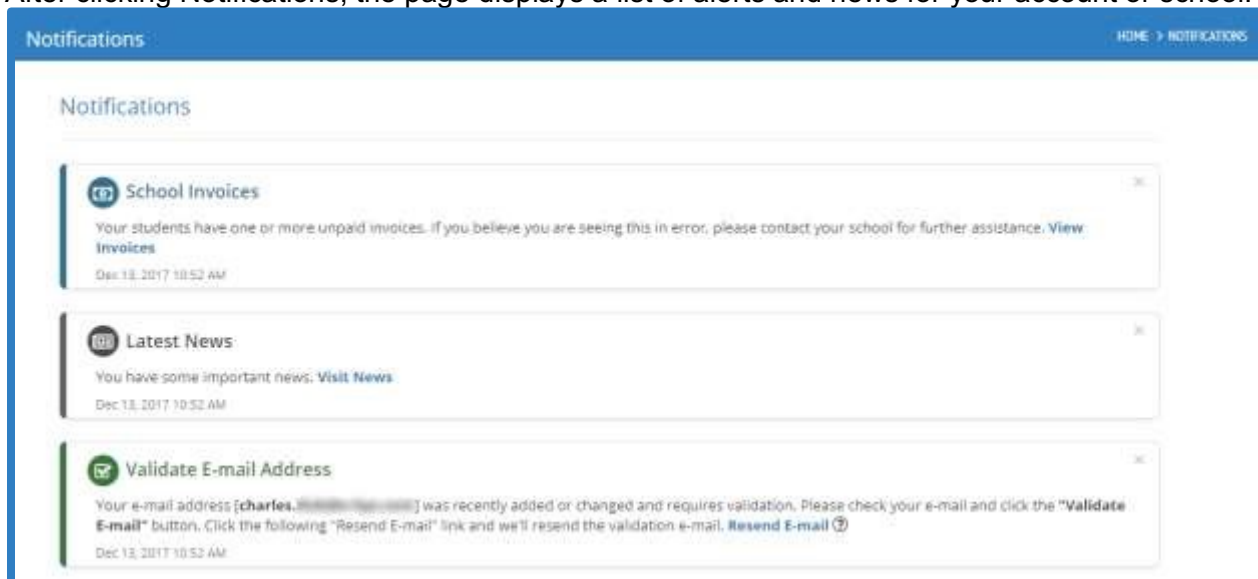
Parent Resources

Notifications

To help keep you up to date with any news for your account or school, MySchoolBucks organizes notifications for your account at the top of the page. When you have notifications, you will see a red number next to the Notifications symbol.

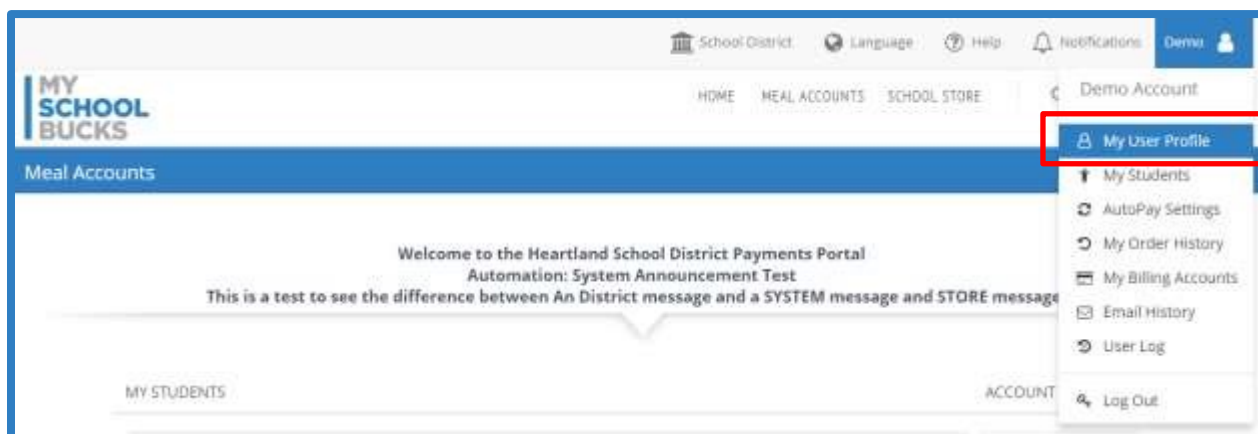


After clicking Notifications, the page displays a list of alerts and news for your account or school.



User Profile

To review or change account information such as contact information or membership settings, from the Welcome drop-down menu, click **My User Profile**. Some other options available from this menu are **Email History**, **User Log**, and **Log Out**.



To edit information on this page, click **EDIT** next to the information you would like to update. For example, if you would like to change your password, click **EDIT** in the Password row under My Login. To edit the security questions used in case you forget your password, click **EDIT** next to Security Question #1 or Security Question #2.

MY LOGIN		
Username:	demo40parent	EDIT
Password:	*****	EDIT
Security Question #1:	What is your favorite color?	EDIT
Security Question #2:	What is your pet's name?	EDIT

To associate an account with a name, cell phone, and an e-mail address, click **EDIT** next to Name, Mobile Phone Number, and E-mail Address, respectively. In addition to having the option to send low balance e-mails, parents may also receive e-mails associated with their student store orders, such as receipts and refund confirmations, and promotional e-mails with updates and news about MySchoolBucks. Parents may also opt to send text messages to their phones to be updated with similar information.

NOTE: Any changes to email information will need to be confirmed by a validation email.

 MY CONTACT INFO

Name:	Sue Parent1	EDIT
Mobile Phone Number:	---	EDIT
Send text messages?	Yes	EDIT
Email Address:		EDIT
Send confirmation of payment?	Yes	EDIT
Send feature updates, news and promotional emails?	Yes	EDIT

Under My Membership, your current membership is displayed. A membership allows you to make purchases without having to pay the Program Fee each time. Click **Update Membership** to join or decline a membership. If you have a Membership payment plan, you will be prompted when adding new students to confirm or update Membership information.

 MY MEMBERSHIP

OnePay Family Membership

Started on:	Aug 04, 2015
Expires on:	Aug 04, 2016

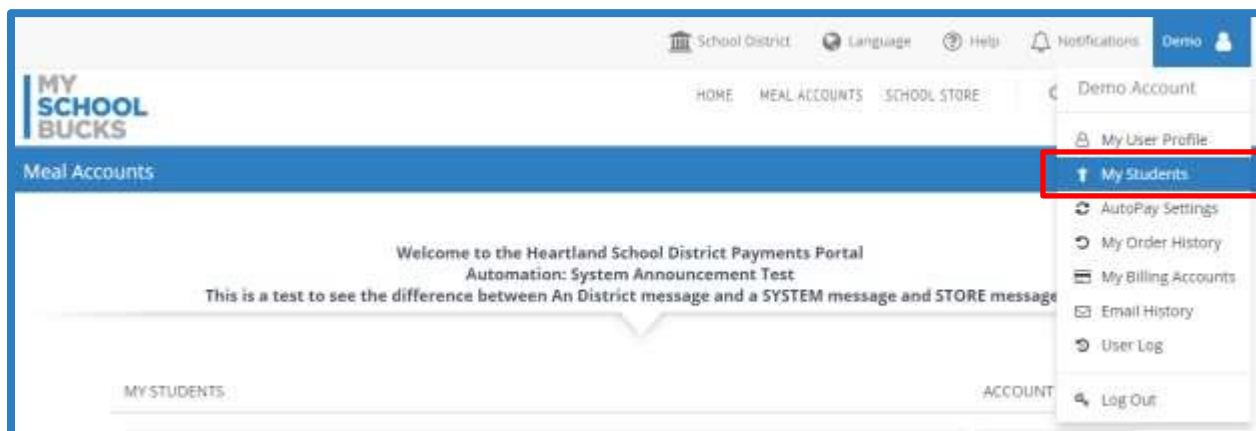
UPDATE MEMBERSHIP

Under My School Districts, the school districts associated with your students' accounts are displayed. Your primary school district is indicated by whichever district has a yellow star under Primary. The students under your account associated with the district are listed under Students. Click Add School District if you need to add another school district. Even if all students associated with your account go to the same district, you may need to add a district in order to access another district's student store, for example.

MY SCHOOL DISTRICTS			
District Name	Primary	Students	
#Landon School	☆	Chris	REMOVE
#Sue School	★	Laura, Ana	
MLM_sueprinceton	☆	Therechel	REMOVE
ADD SCHOOL DISTRICT			

My Students

The My Students page lists all of the students associated with your account. To access the My Students screen, click the **My Students** link near the top of the page after clicking your name.



On the My Students screen, you can add, edit, and remove students. Click **Add Student** to begin adding a student. For more details on how to add a student, [see the Adding a Student section](#). Click **Remove** to remove a student from your account.

IMPORTANT: Removing a student on this page does not refund the money on their account. For refund information, contact your child's school district.

My Students Add, Edit, and Remove Students

Name	Low Balance Threshold	
Chris Adams	\$9.00	EDIT REMOVE
Claud Strife	\$10.00	EDIT REMOVE

ADD STUDENT

Edit Student

Click Edit next to a student's entry to edit the student's notification and meal control settings.

My Students Add, Edit, and Remove Students

Name	Low Balance Threshold	
Chris Adams	\$9.00	EDIT REMOVE
Claud Strife	\$10.00	EDIT REMOVE

ADD STUDENT

You have the option to request to have a "low balance" e-mail or text sent to you once the student's balance falls below a dollar amount that you choose. If you do not want low balance notifications, leave both boxes unchecked.

Edit Student

First Name: Claud

Last Name: Strife

School:

When meal account balance reaches or falls below:

\$ 9.00

☒ Send email

☐ Send SMS/text message to my mobile phone

If your district has enabled them for editing, Meal Controls are available for you to set spending limits for the student being added. The types of meal controls and options available may differ from district to district, so not all of the following options may be available.

IMPORTANT: Meal Controls settings are on a *per student* basis, so you need to set controls for each individual student.

Under Daily Spending Limit Amount, enter the amount of money you want to allow your student to spend each day. Under Weekly Spending Limit Amount, enter the total amount of money you want to allow your student to spend each week. Make sure that the amounts in these fields are within the range shown under Daily Range and Weekly Range. If allowed by the district, you may also set up spending limits specific to meal sessions, such as a limit that only applies to breakfast.

Meal Controls

*UNL = Unlimited

Use this menu to set spending limits for your child. The maximum daily spending limit is \$10.

Daily Spending Limit Amount:

\$ UNL

Daily Range: \$0.00 to \$10.00

Weekly Spending Limit Amount:

\$ UNL

Weekly Range: Unlimited

Lunch Spending Limit Amount:

\$ UNL

Lunch Range: Unlimited

The Meal Options let you determine if your student is allowed to use cash from their account on a la carte items. If you select **Cash Account for meals/a la carte**, your student will be allowed to spend account money on a la carte items in addition to meals. If you select **Cash Account for meals only**, your student will only be allowed to spend account money on meals.

If you would like to allow your child to spend account funds on a la carte items from vending machines, check the option **Allow A La Carte Vending**. Items bought a la carte this way are still subject to spending limits. If you would like to allow your child to purchase reimbursable meals through vended items, check the option **Allow Reimbursable Meal Vending**.

When you have finished setting a low balance amount and meal controls, click **Update**.

Meal Options: ☒ Cash Account for meals / à la carte ☐ Cash Account for meals only

Allow À La Carte Vending: ☐

Allow Reimbursable Meal Vending: ☐

CANCEL

UPDATE

Notification Preferences

You can sign up for e-mail notifications to inform them when your student's balance falls below a designated amount or after an order is placed. To sign up for low balance e-mails, click **EDIT** under My Students next to a student account, enter a low balance amount, and select **Send email**. Click **SUBMIT** to confirm the changes.

You can also sign up for text messages if you have a phone registered to your account. To sign up for low balance texts, click **EDIT** under My Students next to a student account, enter a low balance amount, and select **Send SMS/text message to my mobile phone**. Click **SUBMIT** to confirm the changes.

NOTE: You will also see meal controls on this screen. If your district has enabled meal control editing, you may edit them from this screen. [See the My Students section for more details](#). If your district has disabled meal control editing, you may only view the district's meal controls.

Edit Student

First Name: Claud
Last Name: Strife
School:

When meal account balance reaches or falls below:

\$ 9.00

☐ Send email

☐ Send SMS/text message to my mobile phone

Meal Controls

Daily Spending Limit Amount:	Unlimited
Weekly Spending Limit Amount:	Unlimited
Meal Option:	Cash Account for meals / à la carte

CANCELUPDATE

To sign up for notifications for when a payment has been made, click **EDIT** under My Contact Info. Under E-mail Address, you can set what kinds of e-mails you will receive regarding your MySchoolBucks account. To receive payment confirmation e-mails, click **Yes** next to Send confirmation of payment. To receive promotional e-mails, click **Yes** next to Send feature updates, news and promotional e-mails.

Click **Update** to confirm the changes.

Edit User Info

First Name



Last Name



Mobile Phone Number

Enter your mobile phone number and check the *Allow MySchoolBucks to send me text alerts at my request* box to receive important account information (e.g. password reset) via text message.



☐ Allow MySchoolBucks to send me text alerts at my request.*

*Message and data rates may apply. Text **HELP** to 58864 for help. Text **STOP** to 58864 to cancel.

[Terms of Service](#) | [Privacy Policy](#)

E-mail Address



Send confirmation of payment? ☒ Yes ☐ No

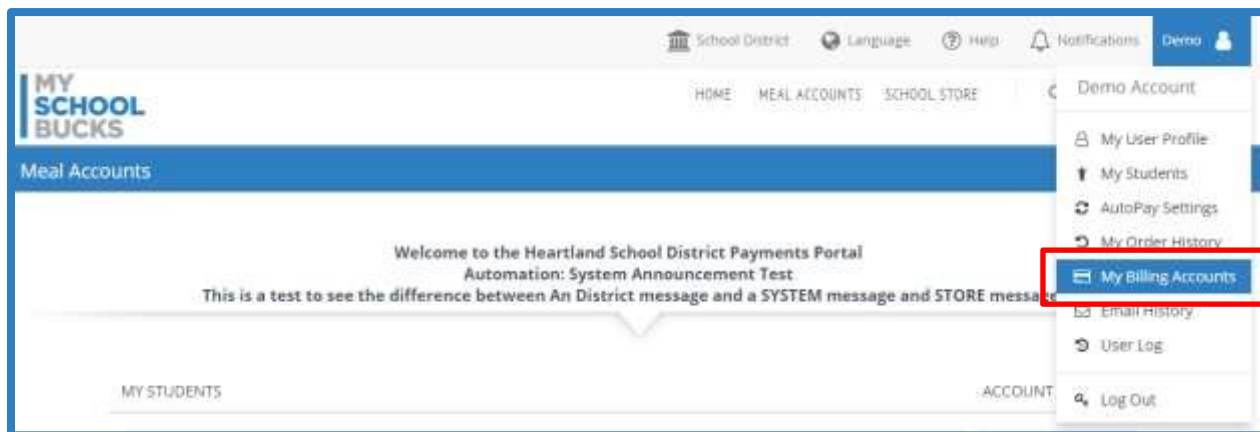
Send feature updates, news and promotional e-mails? ☒ Yes ☐ No

CANCEL

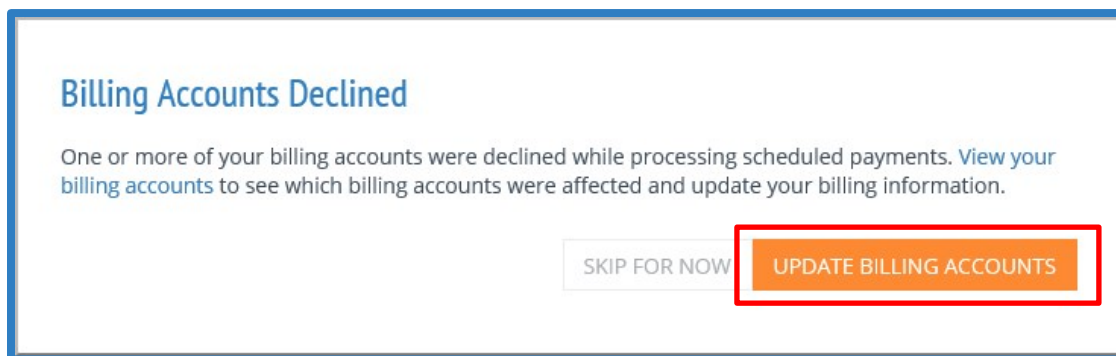
UPDATE

My Billing Accounts

The My Billing Accounts page lists all of the payment methods associated with your account. To access the My Billing Accounts page, click the **My Billing Accounts** link near the top of the page after clicking your name.

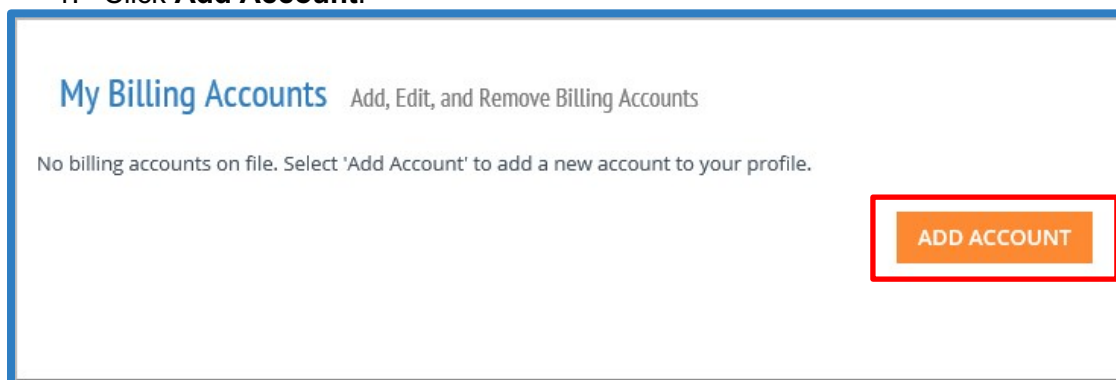


If one of your payment methods has been declined, such as when a credit card expires, click **Update Billing Accounts** to go to the My Billing Accounts page.



Adding an Account

1. Click **Add Account**.



2. If you have a checking account, leave the screen defaulted to **e-Check** and enter your banking information.

Billing Account







E-CHECK
CREDIT CARD

Bank Routing Number

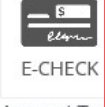
Only U.S. bank accounts are accepted

Checking Account Number

Confirm Checking Account Number

If you have a credit card, click the **Credit Card** option and enter your credit card information.

Billing Account







E-CHECK
CREDIT CARD

Account Type


Discover

Only U.S. issued credit cards are accepted. When making a payment not all card types may be available.

Card Number

Expiration Date



January

2017

Name on Card

3. Enter the address information associated with your payment method.
4. Check the **Make this my primary billing account** option if you plan on using this payment method for the majority of your purchases.

5. Click **Update**.

City

Phoenix

State/Province

Arizona

ZIP/Postal Code

85044

☒ Make this my primary billing account

CANCEL

UPDATE

Editing an Account

To edit an existing billing account, click **Edit** next to the account you need to update. The process for editing is the same as [adding an account](#).

To delete a billing account, click **Remove** next to the payment method you need to delete.

My Billing Accounts

HOME > MY BILLING ACCOUNTS

My Billing Accounts

Add, Edit, and Remove Billing Accounts

Account Name	Primary	Expires	
Visa ending in 4316		01/2018	EDIT REMOVE
Visa ending in 4316		01/2022	EDIT REMOVE
Visa ending in 4316		01/2018	EDIT REMOVE
Visa ending in 4316		01/2019	EDIT REMOVE
Checking Acct ending in 5152		—	EDIT REMOVE

Billing accounts that have been declined are highlighted in red. You will need to edit the payment method that has been highlighted if you want to finish the payment.

Checking Acct ending in 7322	☆	---	EDIT REMOVE
Visa ending in 3828	☆	07/2015	EDIT REMOVE
One or more scheduled payments using this billing account have been declined. Please update this billing account to resume payment.			
Checking Acct ending in 0173	☆	---	EDIT REMOVE
Checking Acct ending in 0173	☆	---	EDIT REMOVE
ADD ACCOUNT			

E-mail History

MySchoolBucks lets parents see a list of past e-mails sent to them, ordered chronologically. To access your e-mail history, from the drop-down menu after clicking your name, click **E-mail History**. You can view any individual e-mail by clicking the **View** button next the e-mail's entry.

View Emails				HOME > VIEW EMAILS
E-mail History Your e-mails sent from MSB in the last 90 days				
E-MAILS				
Date	District	Subject	Sent To	
Jul 13 12:33 PM	Sue School	MySchoolBucks Low Balance Notification - 1st Notice	sue.reeners@e-hps.com	VIEW
Jul 13 12:30 PM	Sue School	MySchoolBucks Payment Confirmation	sue.reeners@e-hps.com	VIEW
Jul 13 12:29 PM	Sue School	MySchoolBucks Payment Confirmation	sue.reeners@e-hps.com	VIEW

User Log

MySchoolBucks allows parent users to view a log of all MSB activities made within the last 90 days. This allows you to keep track of account activity (such as payments and AutoPay changes), any changes made using your account, and potentially catch any erroneous or unauthorized activity that may require a password change or an account lock. To access your user log, from the drop-down menu after clicking your name, click **User Log**.

User Log Your log of MSB activities in the last 90 days

Log

Page: 1 of 13

Date	District	Type
Aug 16 12:22 PM	Automation Schools	AutoPay
You updated your AutoPay settings Schedule: Monthly starting on 08/16/2017 End Date: 01/01/2018 Bill To: Visa ending in 1111 • Chris Adams, Amount: \$20.00		
Aug 16 3:23 AM	Automation Schools	Login
Aug 16 2:46 AM	Automation Schools	Login

Downloads

You can access MySchoolBucks digital applications by scrolling to the bottom of the page. Currently, mobile applications for iOS and Google Play are available to download. These resources provide you with fast and easy access to your account.



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- Help
- Privacy Policy
- Terms of Service

MOBILE APPS

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Meal Accounts

The Meal Accounts page allows you to view student balances, active scheduled payments, and recent payments.

All students that have been added to your account will be displayed here. Some students will have an icon next to their name. A rounded arrow icon indicates that the student is set up on an automatic payment plan. A trophy icon indicates the student is part of a membership program. The amount next to a student will be highlighted yellow if their balance is below their low balance threshold.

Also displayed is the district announcement. District administrators can enter custom announcements or notes for parents in their district to view after logging in to their accounts.

The screenshot shows the 'Meal Accounts' dashboard. At the top, there's a 'LATEST NEWS' section with a message: 'Your district has posted some recent news.' Below this is a welcome message: 'Welcome to the #Landon School Payments Portal Automation: System Announcement Test'. The main content area is divided into two columns: 'MY STUDENTS' and 'ACCOUNT BALANCE'. The 'MY STUDENTS' column lists four students: Chris Adams, Diane Alcott, Donna Alcott, and Chris Brantley. The 'ACCOUNT BALANCE' column shows their respective balances: \$112.39, \$317.98, \$146.48, and \$86.00. Below the student list is a link to 'Add a Student'. At the bottom, there's a section titled 'SELECT YOUR STUDENT PAYMENT OPTION' with two large buttons: 'ADD ONE-TIME FUNDS' (green) and 'SET UP AUTO PAY' (blue). The 'ADD ONE-TIME FUNDS' button has a sub-button 'MAKE A PAYMENT'. The 'SET UP AUTO PAY' button has a sub-button 'VIEW SETTINGS'.

MY STUDENTS	ACCOUNT BALANCE
Chris Adams	\$112.39
Diane Alcott	\$317.98
Donna Alcott	\$146.48
Chris Brantley	\$86.00

[Add a Student](#)

SELECT YOUR STUDENT PAYMENT OPTION

ADD ONE-TIME FUNDS
Make a one-time payment to your students account.

[MAKE A PAYMENT](#)

SET UP AUTO PAY
Set your balance once, and let us handle the rest. Eliminate one-time payments.

[VIEW SETTINGS](#)

Note: When you first make a payment or set up automatic payments, you will be prompted to select a Membership option. To begin enrolling in a membership, select **Membership Option** and click **Continue** to see what memberships are available to you. To opt out of a membership option and pay program fees, select **Pay-As-You-Go** and click **Continue**.

Membership

MYSCHOOLBUCKS OFFERS THE FOLLOWING PAYMENT OPTIONS.

☐ Pay-As-You-Go

With the Pay-As-You-Go option we will add a program fee of \$2.00 with each online payment transaction.

OR

☒ Membership Option

As a member, no program fees are added regardless of the number of transactions/payments you make or the dollar amount. Memberships are available for a period of between 1 and 12 months. Select this option and press Continue to view the Membership Fees.

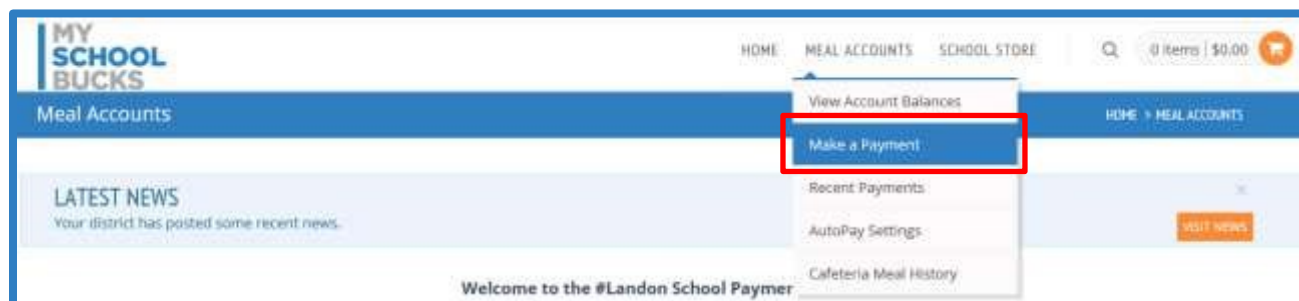
To determine whether the Membership Option is more cost effective for you, consider how many times you will make a payment using the service during the year.

For example: if you have multiple children and are making payments frequently, then the Membership Option might be more cost effective.

CANCEL
CONTINUE

Make a One-Time Payment

To process a prepayment, click **Make a Payment** in the Meal Accounts drop-down menu. This will navigate you to the Place Order page.



You will be able to select a store such as Cafeteria Meal Payments or School Supplies. This will depend on the stores that have been set up for the school district that the student attends. If there are only cafeteria payments available, you will automatically be directed to the cafeteria payment options.

To make a payment, you will need to first select an amount to pay within the individual school districts' maximum payment limits. This is typically a range of \$1 to \$120. However, this limit may vary depending on the district's agreement with MySchoolBucks.

NOTE: On this screen, amounts highlighted in yellow have fallen below their "low balance" amount. Once the balance is funded, the yellow highlight will disappear.

STUDENT	BALANCE	SELECT AMOUNT					AMOUNT
Chris Adams	\$330.93	\$0	\$25	\$35	\$45	\$10	\$10.00
 Gary Baker	\$3.15	\$0	\$25	\$35	\$45	OTHER	\$25.00

Next, select a payment method, either **eCheck** or **Credit Card**. When writing an eCheck, select the checking account from the drop-down menu. When using a credit card, select a credit card from the drop-down menu. If the preferred payment method does not appear in the menu, click **Enter a new checking account** to enter a new eCheck account or **Enter a new credit card** to enter a new credit card.

NOTE: The eCheck option is unavailable for districts not accepting eCheck payments.

Below the payment information, you will see the running totals for the payment or payments you are making. When you have finished entering your payment information, click **Place Meal Order** to submit the payments.

Choose a payment method:



E-CHECK



CREDIT CARD





[Enter a new credit card](#) ▼

Subtotal	\$35.00
Program Fee	\$4.00
Total	\$39.00

PLACE MEAL ORDER

By clicking Place Meal Order, you agree to our [Terms of Service](#)

At this point, the order will be placed. If you selected the option to receive an e-mail notification when an order is placed, the notification will be sent at this time.

Payment Confirmation



Order #1 of 2:

Your payment (confirmation code: "8W05FB57RG82FN3") is being processed. Thank you!

The payment will appear on your statement as "Landon School".

Order #2 of 2:

Your payment (confirmation code: "1R0Z9CVNF9HTYFJ") is being processed. Thank you!

The payment will appear on your statement as "Landon School".

Please Note:

- This payment will show as "pending" on your Meal Accounts page until it posts to your students meal account at their school.
- You will receive an email confirmation for this payment if you have enabled payment confirmations in your User Profile.

[VIEW PAYMENT HISTORY](#)[MY ACCOUNT SUMMARY](#)

Make a Payment by Text Message

In addition to using the website, you can make payments to accounts using your mobile phone. To do this, first make sure that there is a valid phone number associated with your account. You will also need to enable text message notifications for your account.

For more information, see [Notification Preferences](#).

Edit User Info

First Name

 Sue

Last Name

 Test

Mobile Phone Number

Enter your mobile phone number and check the *Allow MySchoolBucks to send me text alerts at my request* box to receive important account information (e.g. password reset) via text message.

 () -

☐ Allow MySchoolBucks to send me text alerts at my request.*

*Message and data rates may apply. Text **HELP** to 58864 for help. Text **STOP** to 58864 to cancel.
[Terms of Service](#) | [Privacy Policy](#)

E-mail Address



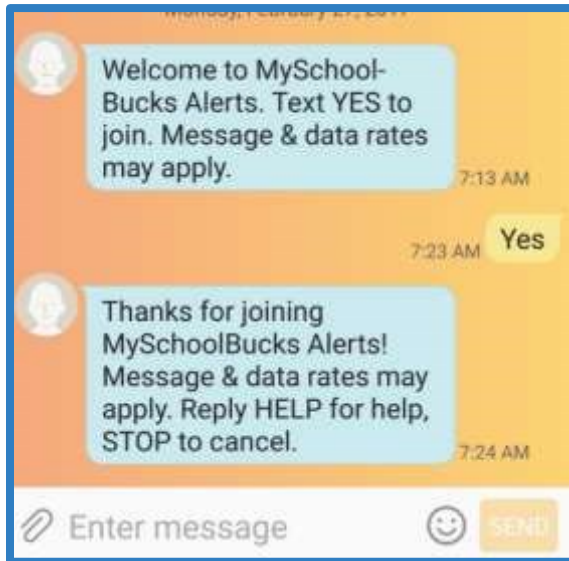
Send confirmation of payment? ☒ Yes ☐ No

Send feature updates, news and promotional e-mails? ☒ Yes ☐ No

CANCEL

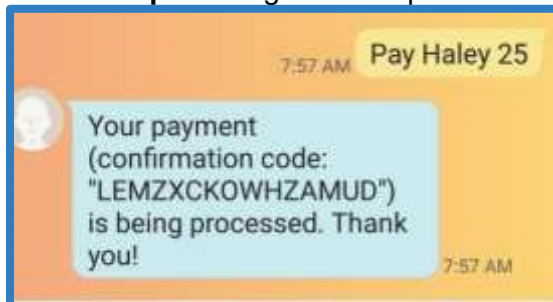
UPDATE

After entering a phone number, you will receive a text message confirmation. Text **Yes** to allow for paying balances over text messages.



From here, you have a few options when using the pay-by-text service.

- **Bal, Balance, or Balances:** Texting one of these words lets you get account balances for students on your account. Texting just the word (e.g. "Bal") will show balances for all students. Texting the word followed by a name (e.g. "Bal Steve") will show a balance for the specified student.
- **Pay, Payment, or Payments:** Texting one of these words lets you make a payment for students on your account. Texting just the word (e.g. "Pay") will make a one-time payment to *ALL students* in your household. Texting the word followed by a name (e.g. "Pay Joan") will make a payment only for the specified student. You should also specify a payment amount in US dollars (e.g. "Pay Hayley 25"). Leaving out a payment amount will default the payment amount to \$20.
IMPORTANT: If no student is specified and a payment amount is, *the payment amount is fully applied to each student*. For example, if there are 3 students on your account and you text "Pay 25", \$25 dollars is paid to each student's account, totaling to \$75. □ **Help:** Texting this will request assistance from MSB.
- **Stop:** Texting this will opt out of the pay-by-text service.



Recent Payments

To view all payments processed from your account through MySchoolBucks, select **Recent Payments** from the Meal Accounts drop-down menu.



The Recent Payments page will display the most recent payments made to the school. Successful payments display in black text, and declined or returned payments are displayed in red text. To view all available payment records for a student's account, click **View All** under their account name.

NOTE: Payments made directly to the school or through any other service will *not* display here.

CAFETERIA PURCHASES

RECENT PAYMENTS

SCHEDULED PAYMENTS

Your recent online payments are displayed below. Any payments made directly to the school office will not appear here.

ABBE, ARON

Date	Item	Billed To	Charge Amount	Payment On Account
Feb 13, 2015 10:37:17 AM	Guitar	Checking Acct ending in 5152	-\$101.00	-\$100.00
Feb 13, 2015 8:29:11 AM	Guitar	Checking Acct ending in 5152 (Check Returned)	\$101.00	\$100.00
Feb 12, 2015 3:08:27 PM	Cafeteria	Visa ending in 3828	-\$1.10	-\$1.10
Feb 11, 2015 5:10:06 PM	Cafeteria	Checking Acct ending in 5152	-\$3.06	-\$1.11
Feb 11, 2015 2:59:01 PM	Cafeteria	Checking Acct ending in 5152 (Check Returned)	\$3.06	\$1.11
Feb 11, 2015 5:10:10 AM	Cafeteria	Checking Acct ending in 4323	\$6.95	\$5.00
Installment #2				

VIEW ALL >

ACOSTA, JULIO

Date	Item	Billed To	Charge Amount	Payment On Account
------	------	-----------	---------------	--------------------

To collapse the payment list back to only recent payments, click **View Less**.

Feb 12, 2015 3:08:27 PM	Cafeteria	Visa ending in 3828	-\$1.10	-\$1.10
Feb 11, 2015 5:10:06 PM	Cafeteria	Checking Acct ending in 5152	-\$3.06	-\$1.11
Feb 11, 2015 2:59:01 PM	Cafeteria	Checking Acct ending in 5152 (Check Returned)	\$3.06	\$1.11
Feb 11, 2015 5:10:10 AM	Cafeteria	Checking Acct ending in 4323	\$6.95	\$5.00
Installment #2				
Feb 10, 2015 5:32:29 PM	Cafeteria	Visa ending in 3828	\$1.10	\$1.10
Feb 6, 2015 4:08:06 PM	Cafeteria	Checking Acct ending in 4323	-\$6.95	-\$5.00
Installment #1				
Feb 5, 2015 4:44:57 PM	Cafeteria	Checking Acct ending in 4323	\$10.64	\$10.05
Feb 4, 2015 3:45:53 PM	Cafeteria	Checking Acct ending in 4323	\$6.95	\$5.00
Installment #1				
Totals			\$17.59	\$15.05
			VIEW LESS	

The Download button is available in the upper right corner of the Recent Payments page. You can use this button to export a list of your payments to an Excel spreadsheet. To do this, first click **Download**.

CAFETERIA PURCHASES RECENT PAYMENTS SCHEDULED PAYMENTS Your recent online payments are displayed below. Any payments made directly to the school office will not appear here. Alcott, Donna <table> <tr> <th>Date</th><th>Item</th><th>Billed To</th><th>Charge Amount</th><th>Payment Amount</th></tr> <tr> <td>Sep 13, 2016 10:36:39 AM</td><td>email description</td><td>Visa ending in 1111</td><td>\$7.00</td><td>\$5.00</td></tr> <tr> <td>Mar 22, 2016 9:47:48 AM</td><td>M. L. King High School Cafeteria</td><td>Checking Acct ending in 6789</td><td>\$25.00</td><td>\$25.00</td></tr> </table> Michalk, Rachel					Date	Item	Billed To	Charge Amount	Payment Amount	Sep 13, 2016 10:36:39 AM	email description	Visa ending in 1111	\$7.00	\$5.00	Mar 22, 2016 9:47:48 AM	M. L. King High School Cafeteria	Checking Acct ending in 6789	\$25.00	\$25.00
Date	Item	Billed To	Charge Amount	Payment Amount															
Sep 13, 2016 10:36:39 AM	email description	Visa ending in 1111	\$7.00	\$5.00															
Mar 22, 2016 9:47:48 AM	M. L. King High School Cafeteria	Checking Acct ending in 6789	\$25.00	\$25.00															

After clicking download, you have a few options for what you will export. The **Period** drop-down menu lets you select how old the payments in the list will be. If you select Custom, you must also specify the Start Date and End Date for the payments in the list. If you want to include payments that are specific to payments for meals, check **Include Meal Payments**. Once you have selected a date range, click **Export**. An excel spreadsheet will be downloaded to your computer that contains all payments within the specified date period.

Download Payment History

Period
Custom

Start Date
09/01/2016

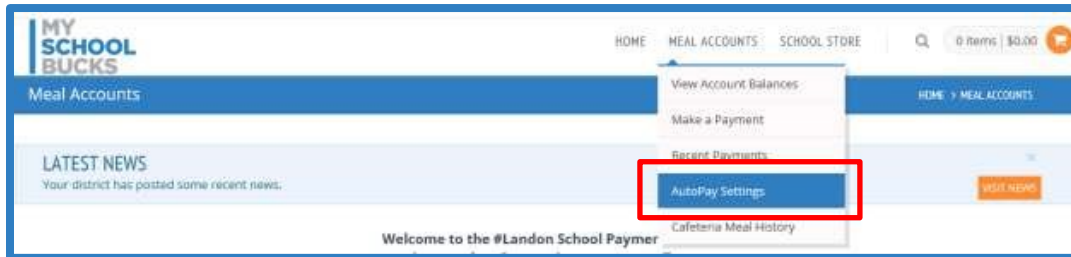
End Date
11/15/2016

☒ Include Meal Payments

CANCEL EXPORT

Set up Automatic Payments

To set up recurring automatic payments, click **AutoPay Settings** in the Meal Accounts dropdown menu.



If you do not already have automatic payments set up, you will be prompted to set up AutoPay.

You can set payments either at specific intervals or when a student's balance falls below a specific amount. To set automatic payments that occur at specific times, select **On a recurring basis**, set a frequency (Daily, Every Week, etc.), and select a start date. To set payments that occur automatically when an account balance is low, select **When balance falls below** and select the amount that will trigger the automatic payment.

After setting a payment schedule, select the amount that will be funded to the students' accounts when an automatic payment occurs. You can set different amounts for each student.

If the **End AutoPay on** checkbox is left unchecked, the automatic payments will have no set end date. If you would like to set an end date for automatic payments, check **End AutoPay on** and select an end date.

Set Up AutoPay

Set it and forget it! Use the quick setup process below to enroll your student(s) in AutoPay. Make adjustments as needed to ensure that the individual needs of your student(s) are covered. Let us take care of the rest!

Meal accounts should be automatically funded:

When balance falls below

STUDENT	SELECT AMOUNT
Billy Anderson	\$0 \$20 \$30 \$40 OTHER
Chris Erlanson	\$0 \$20 \$30 \$40 OTHER
Claud Strife	\$0 \$20 \$30 \$40 \$ 10

[Add a Student](#)

☒ End AutoPay on:

Next, select a method of payment. Select either **e-Check** or **Credit Card**, and then select the payment method from the drop-down menu.

Choose a payment method:

E-CHECK

CREDIT CARD

[Enter a new checking account](#) ⌵

If you do not already have a payment method set up, or if you click **Enter a new checking account** or **Enter a new credit card**, you may set one up on this page. Your bank account information is required to set up e-check payments, while a Visa, MasterCard, or Discover card is required for credit card payments.

Once you have entered your payment information, click **Complete Setup** to save your automatic payment settings.

Choose a payment method:

 E-CHECK
 

 CREDIT CARD

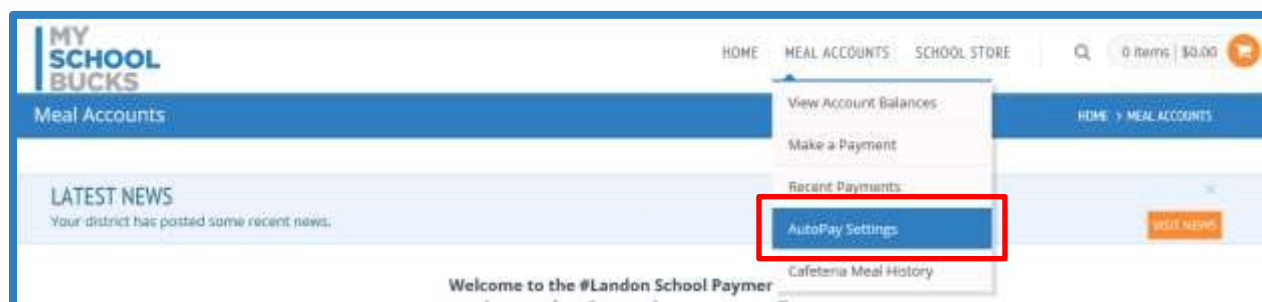
Only U.S. bank accounts are accepted.

 Bank Routing #	 Address Line 1
	 Address Line 2
☒ Checking Account #	 City
☒ Confirm Checking Account #	 Select State/Province 
 Name on Account	 ZIP Code

[CANCEL](#)
[COMPLETE SETUP](#)

Update Automatic Payments

To update your automatic payment settings, click **AutoPay Settings** in the Meal Accounts dropdown menu.



A summary of your current AutoPay settings is displayed on this page. To disable automatic payments completely, click **Disable AutoPay**. If you need to make a change to your current automatic payment settings, click **Change AutoPay Settings**.

AutoPay Settings

Payment Schedule:

When balance falls below **\$10.00**

End Date:

AutoPay ends on **04/14/2016**

Bill To:

Checking Acct ending in 8912

STUDENT

PAYMENT AMOUNT

Chris Adams

\$22.23

Program fee of \$1.00 will be added to payment amount

Diane Alcott

\$0.00

Donna Alcott

\$23.24

Program fee of \$1.05 will be added to payment amount

Chris Brantley

\$23.00

Program fee of \$1.04 will be added to payment amount

DISABLE AUTOPAY

CHANGE AUTOPAY SETTINGS

Editing your AutoPay Settings is similar to the steps done when [setting up AutoPay](#).

After you have made your changes, click **Save Changes**.

Change AutoPay Settings

Meal accounts should be automatically funded:

STUDENT	SELECT AMOUNT
Chris Adams	\$0 \$20 \$30 \$40 <input checked="" type="button" value="\$22.23"/>
Diane Alcott	<input checked="" type="button" value="\$0"/> \$20 \$30 \$40 OTHER
Donna Alcott	\$0 \$20 \$30 \$40 <input checked="" type="button" value="\$23.24"/>
Chris Brantley	\$0 \$20 \$30 \$40 <input checked="" type="button" value="\$23.00"/>

[Add a Student](#)

☒ End AutoPay on:

Choose a payment method:

E-CHECK

CREDIT CARD

☒

[Enter a new checking account](#)

Updating Expired Payment Accounts

After setting up automatic payments, if the account being used for the payment has been declined, MySchoolBucks will notify you and, upon logging in, offer to redirect you to the My Billing Accounts page.

Billing Accounts Declined

One or more of your billing accounts were declined while processing scheduled payments. [View your billing accounts](#) to see which billing accounts were affected and update your billing information.

[SKIP FOR NOW](#)

On the My Billing Accounts page, any accounts that have been declined will be highlighted with red text. You must update the account to resume the automatic payments. For information on how to updating billing accounts, see the [My Billing Accounts section](#). If you would like to use a different account, [update your AutoPay settings](#) so that a different account is selected as the payment method.

My Billing Accounts

Add, Edit, and Remove Billing Accounts

Account Name	Primary	Expires	
Visa ending in 4822	☆	01/2020	EDIT REMOVE
Visa ending in 1111	☆	04/2035	EDIT REMOVE
One or more scheduled payments using this billing account have been declined. Please update this billing account to resume payment.			
Checking Acct ending in 5152	☆	---	EDIT REMOVE

Cafeteria Meal History

The Cafeteria Meal History page displays a list of purchases and account activity for students. Some districts utilize software that is compatible with the running balances feature in MySchoolBucks. However, many district cafeteria purchases will only display activity such as purchases and deposits.

In addition to cafeteria purchases, this page also has tabs that display recent payments and scheduled payments. Click the **Recent Payments** tab to view payments made recently to your students' accounts. Click **Scheduled Payments** to view payments that are pending.

Prepayments should display in cafeteria purchases and increase the student's balance within 2 business days after the date of the prepayment.

CAFETERIA PURCHASES							
Cafeteria purchase history is displayed for up to three months:							
Adams, Erin							
Date	Account	Item	Serving Period	Payment Type	Amount	Balance	
(No purchases found)							
Adams, Jaden							
Date	Account	Item	Serving Period	Payment Type	Amount	Balance	
(No purchases found)							
Adams, Michelle							
Date	Account	Item	Serving Period	Payment Type	Amount	Balance	
(No purchases found)							
Adams, Rose							
Date	Account	Item	Serving Period	Payment Type	Amount	Balance	
(No purchases found)							

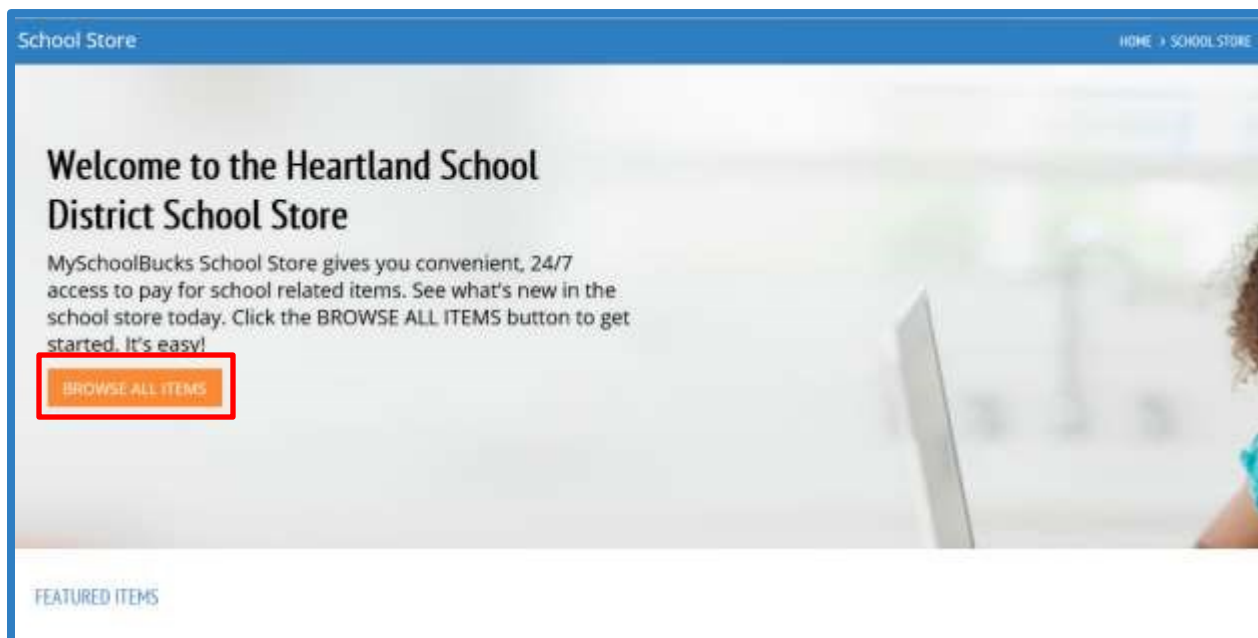
School Store

MySchoolBucks offers parent account holders the ability to make school purchases online using the School Store function. The School Store allows you to purchase products such as spirit wear, and it also allows you to pay for school expenses, such as library fees and field trips, quickly and conveniently. To access the School Store, click **School Store** from any page.

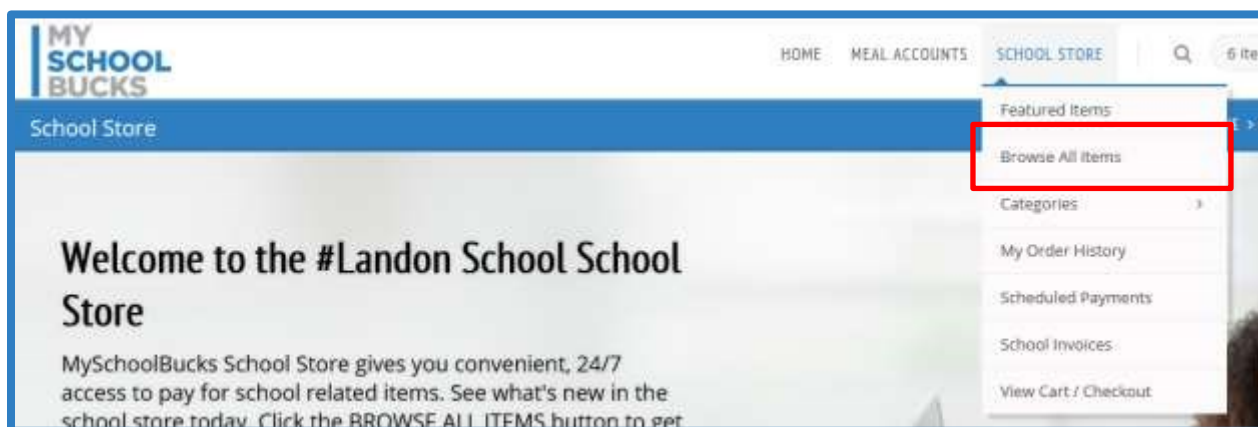


Browse All Items

There are two ways to access your school store's online catalog. From the School Store Home page, click **Browse All Items** to access the catalog for browsing.



Even if you are not on the Home page, you can access the school store catalog from any page on the site by hovering your mouse cursor over School Store and clicking **Browse All Items**.



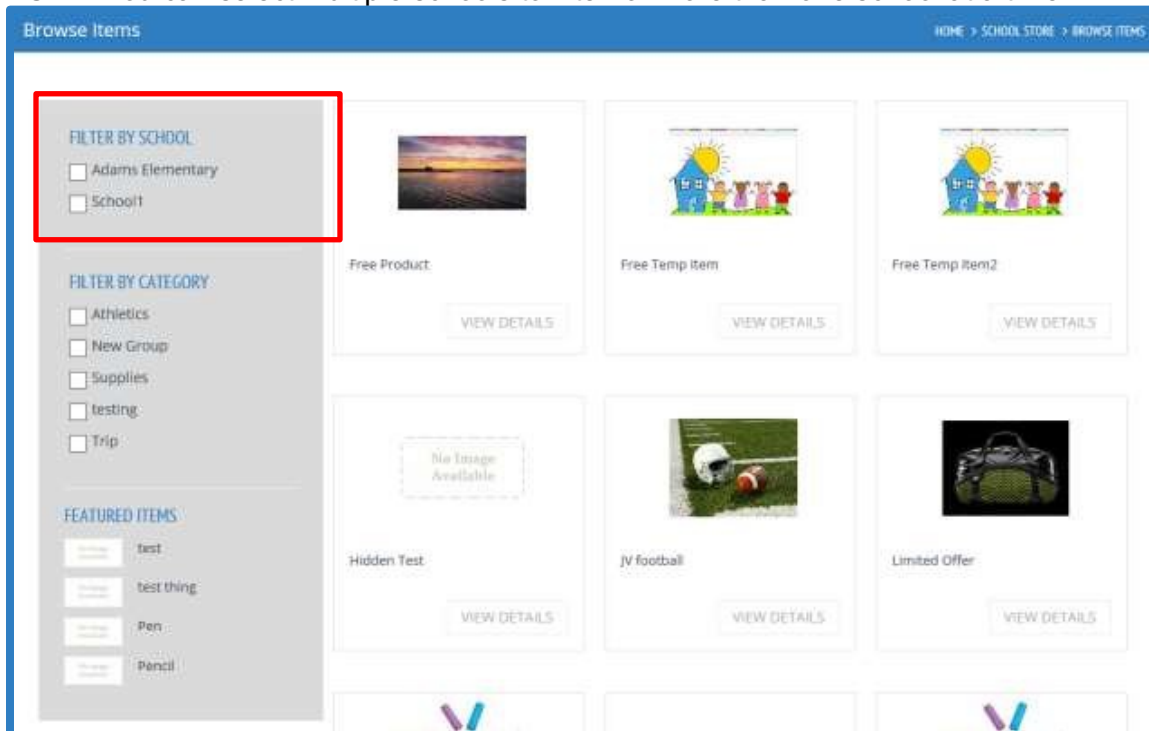
Filtering Items

While browsing the items available in the School Store, you can make it easier to find what you are looking for by using the Filter By options.

Filter By School

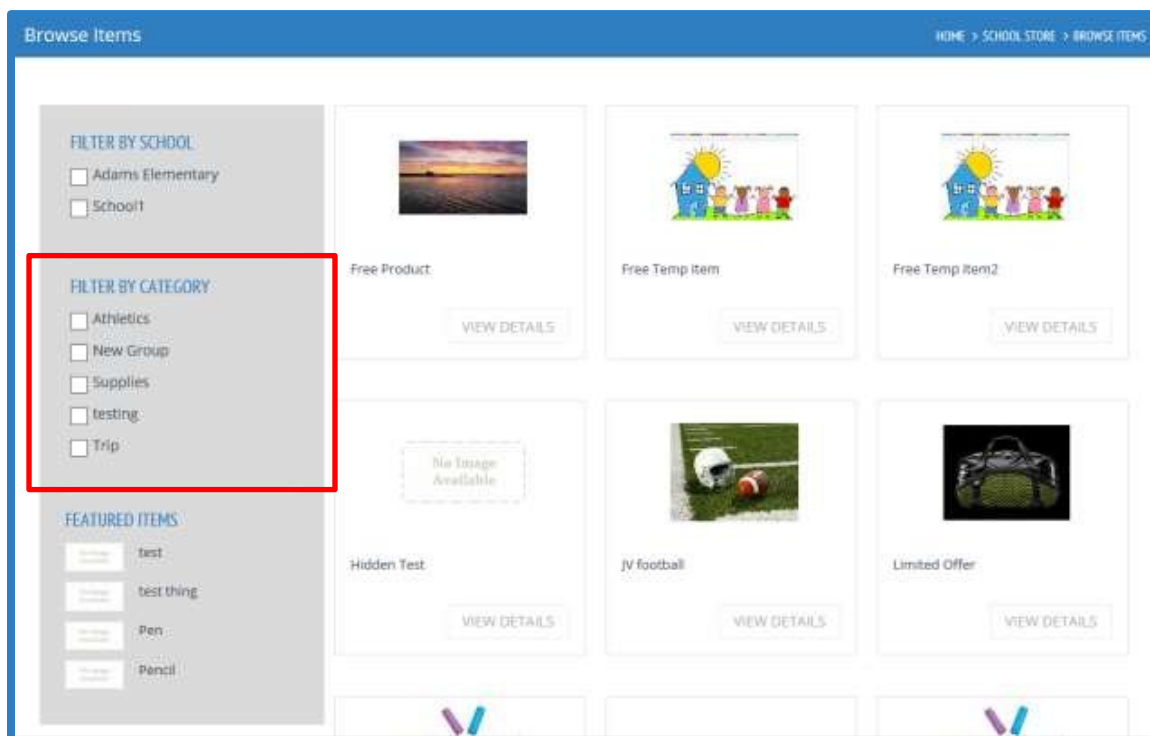
By default, the catalog shows items from all schools within your district. To show only items offered at a specific school, select the school under **Filter By School**.

NOTE: You can select multiple schools to filter for more than one school at a time.

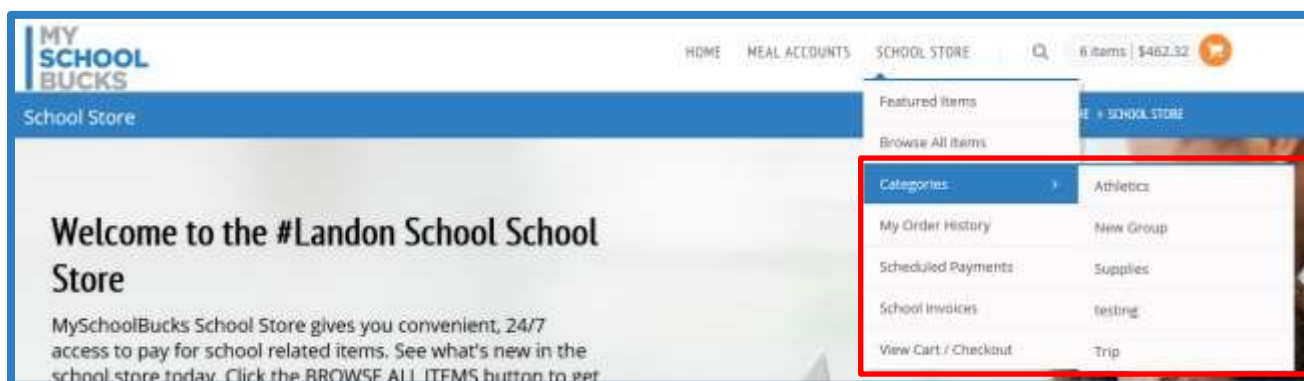


Filter By Category

By default, the catalog shows all of the different items available within your district. To show only the types of items you are looking for, for example a class registration fee, select the desired option under **Filter By Category**.

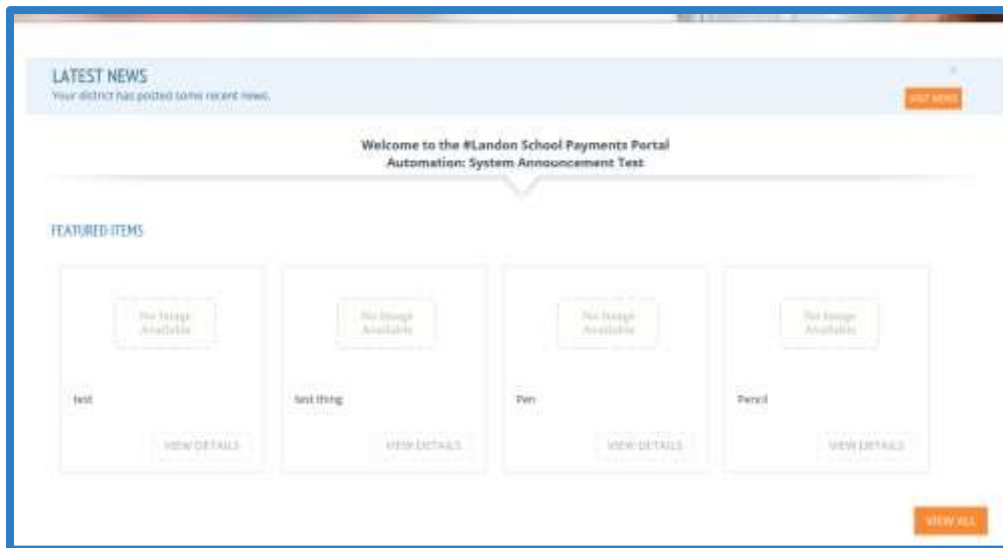


In addition to filtering on the Browse Items page, you can also access the store filters from any page by hovering your mouse cursor over School Store, hovering over Categories, and selecting the desired category from the list.

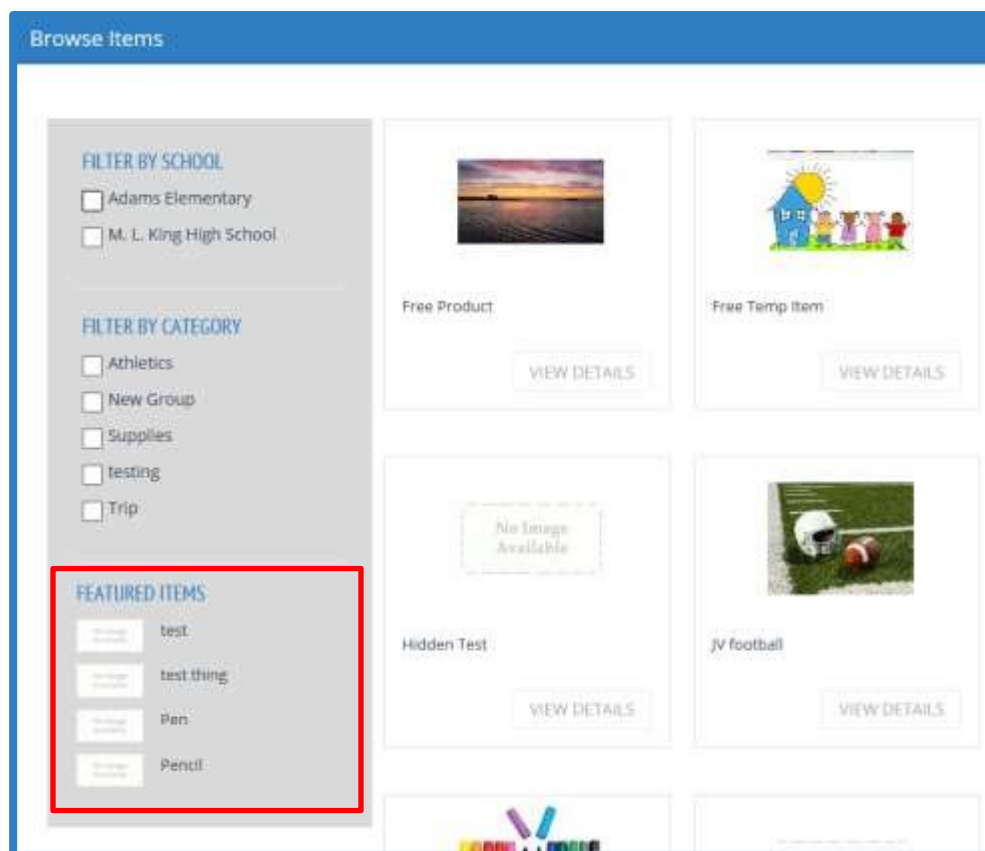


Finding Featured Items

To see items featured specially by your school, look at the bottom of the School Store Home page. You can also view all items in the catalog from the Featured Items by clicking **View All**.



In addition to on the School Store page, Featured Items are also available from the Browse Items page under the Filter By options.



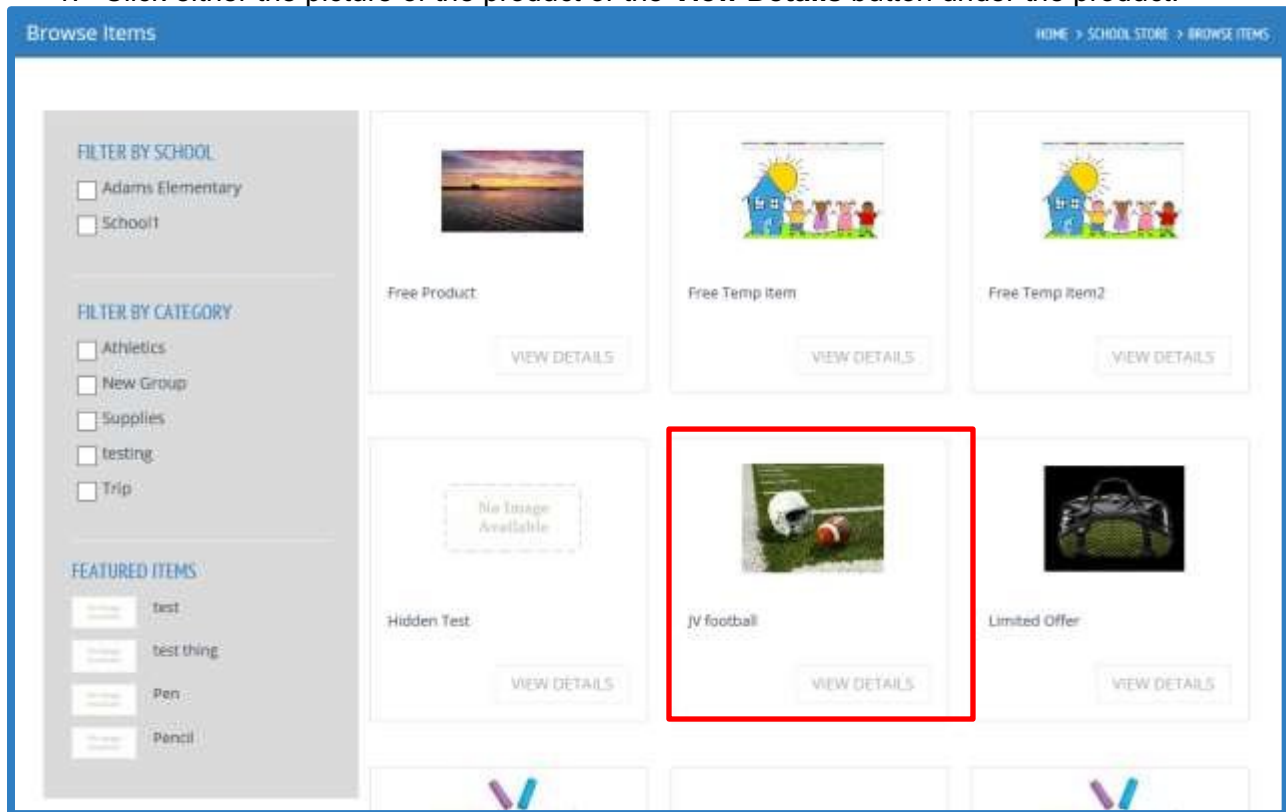
Making a Purchase

The MySchoolBucks School Store allows parents to buy products as well as pay various types of school fees. Each type of item has a slightly different process when adding to the basket, but checking out is the same for all products.

Adding Products to the Basket

To add a school product, such as spirit wear or supplies, to the basket for purchase, perform the following steps.

1. Click either the picture of the product or the **View Details** button under the product.



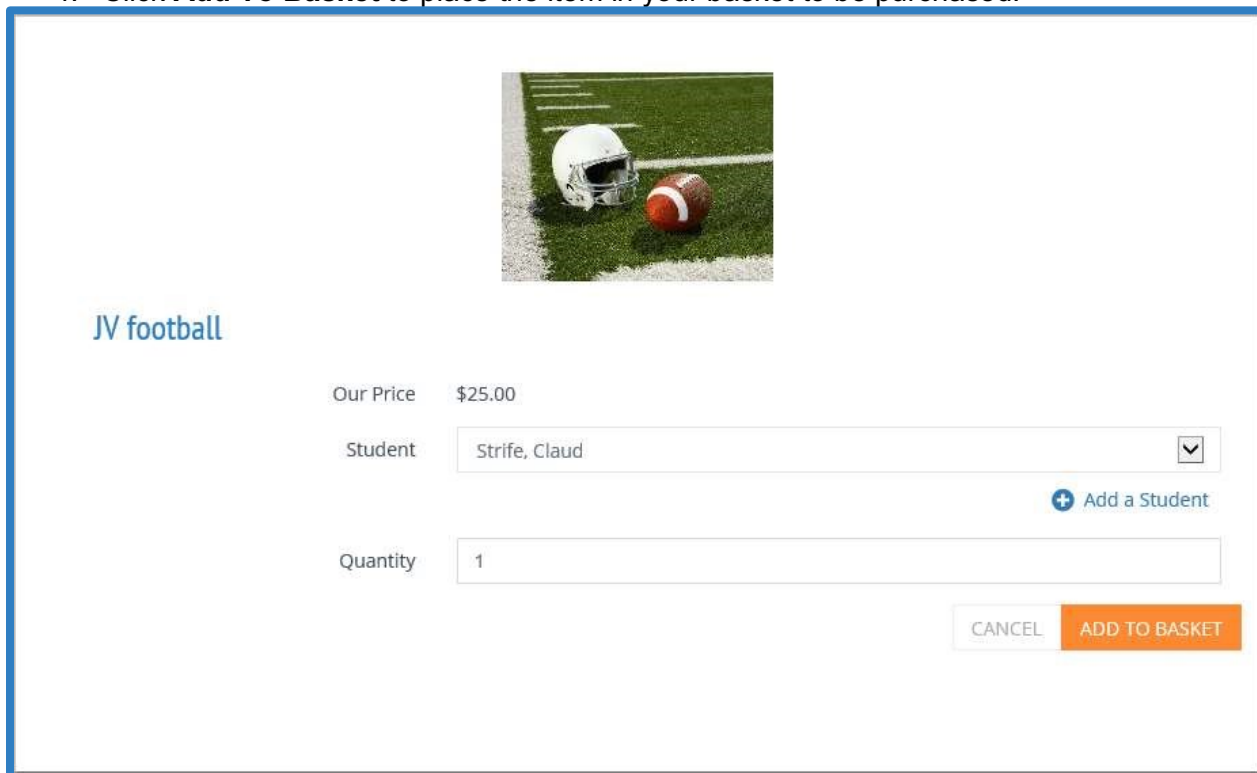
The price of the item is displayed as **Our Price**.

2. Select the student associated with the purchase from the **Student** drop-down menu. If your student does not show up in the list of students, you can add that student by clicking **Add a Student**.

3. Enter the number of items you want to purchase in the **Quantity** field. This field defaults to 1.

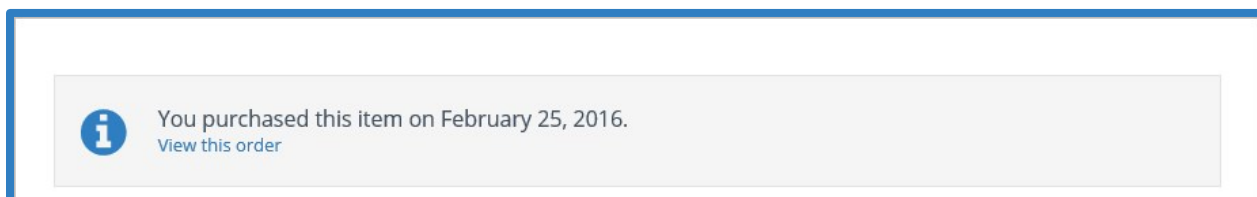
NOTE: The Availability field notes whether the item is in stock.

4. Click **Add To Basket** to place the item in your basket to be purchased.



The image shows a product page for 'JV football'. At the top is a photograph of a white football helmet and an orange football on a green field. Below the photo, the text 'JV football' is displayed in blue. Underneath, the price is listed as 'Our Price \$25.00'. There is a 'Student' dropdown menu with 'Strife, Claud' selected. To the right of the dropdown is a '+ Add a Student' link. Below the student field is a 'Quantity' field with the value '1'. At the bottom right are two buttons: 'CANCEL' and 'ADD TO BASKET'.

NOTE: If you have previously purchased a selected item, previous purchase information will appear above the product's name on the Product Detail page.



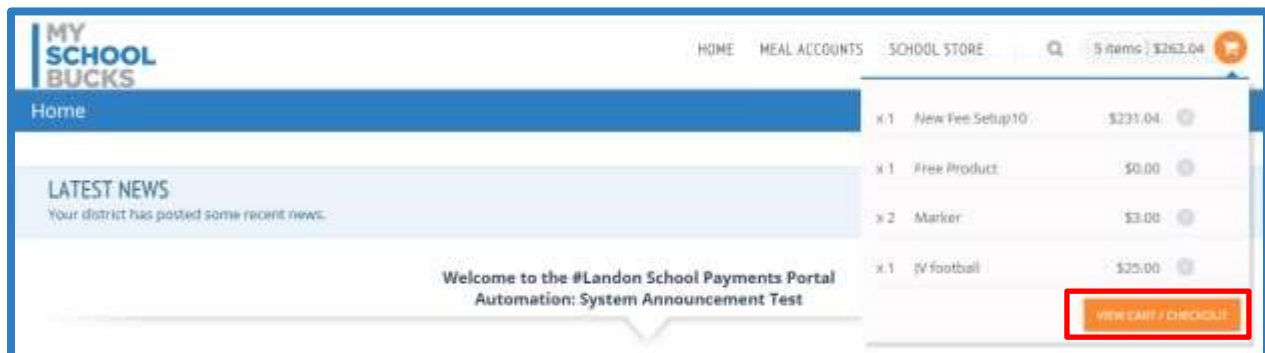
The image shows a notification box with a blue information icon (i) on the left. To the right of the icon, the text reads: 'You purchased this item on February 25, 2016.' Below this text is a link that says 'View this order'.

View Cart/Checkout

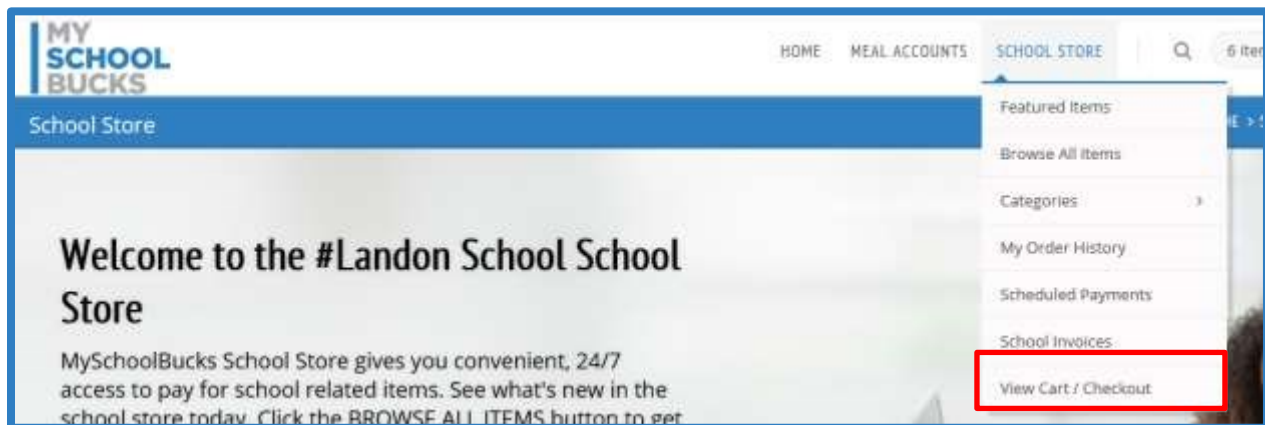
After you have added at least one item to the basket for purchase, you can hover your mouse cursor over the shopping cart icon to view a list of items in the basket. From here, you can proceed to checkout to place your order and purchase your items by clicking

View Cart/Checkout or you can remove an item from the cart by clicking the **X** next to the item's price.

NOTE: The basket will only contain items being purchased during the current session. If you log out without placing your order, the basket will be cleared and the items will not be purchased.



Another way you can proceed to the checkout page is by hovering your mouse cursor over School Store and clicking **View Cart/Checkout**.



NOTE: When you first view your cart to complete your purchase, you will be prompted to select a Membership option. To begin enrolling in a membership, select **Membership Option** and click **Continue** to see what memberships are available to you. To opt out of a membership option and pay program fees, select **Pay-As-You-Go** and click **Continue**.

Membership

MYSCHOOLBUCKS OFFERS THE FOLLOWING PAYMENT OPTIONS.

☐ Pay-As-You-Go

With the Pay-As-You-Go option we will add a program fee of \$2.00 with each online payment transaction.

OR

☒ Membership Option

As a member, no program fees are added regardless of the number of transactions/payments you make or the dollar amount. Memberships are available for a period of between 1 and 12 months. Select this option and press Continue to view the Membership Fees.

To determine whether the Membership Option is more cost effective for you, consider how many times you will make a payment using the service during the year.

For example: if you have multiple children and are making payments frequently, then the Membership Option might be more cost effective.

CANCEL

CONTINUE

On the Place Store Order page, you can change the quantity of items being purchased by entering an amount in the **Quantity** column (for applicable items) and you can remove items by clicking the **X** next to their price.

Place Store Order					HOME > SCHOOL STORE > PLACE STORE ORDER
Store Items					
NAME	STUDENT	UNIT PRICE	QUANTITY	AMOUNT	
Free Product	n/a	\$0.00	1	\$0.00	⊗
Marker	n/a	\$3.00	2	\$6.00	⊗
JV football	Strife, Claud	\$25.00	1	\$25.00	⊗
School Obligations					
NAME	STUDENT	AMOUNT			
New Fee Setup10	Anderson, Billy	\$231.04			⊗

Select a payment method, either **e-Check** or **Credit Card**. If you have not entered a payment method before, you will be prompted to enter one now. When using a previously created payment method, select the payment method from the drop-down menu. If the preferred

payment method does not appear in the menu, click **Enter a new checking account** to enter a new eCheck account or **Enter a new credit card** to enter a new credit card.

When you have finished reviewing your order, click **Place Order** to place the order and purchase the items.

Choose a payment method:

☐ E-CHECK ☐ CREDIT CARD

Bank Routing #
Only U.S. bank accounts are accepted.

Checking Account #

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	\$262.04
Sales Tax	\$0.00
Program Fee	\$1.39
Total	\$263.43

PLACE ORDER

By clicking Place Order, you agree to our Terms of Service.

Once the order has been placed, you will receive a confirmation screen, as well as a reference code for the order and an email sent to the email associated with your account, if applicable. Click **Print Order** to print a copy of the order and click **Finish** to finish the purchase.

Your order was accepted. Thank you!

Your reference code is 'QGTS1266FH63TEG'. 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.

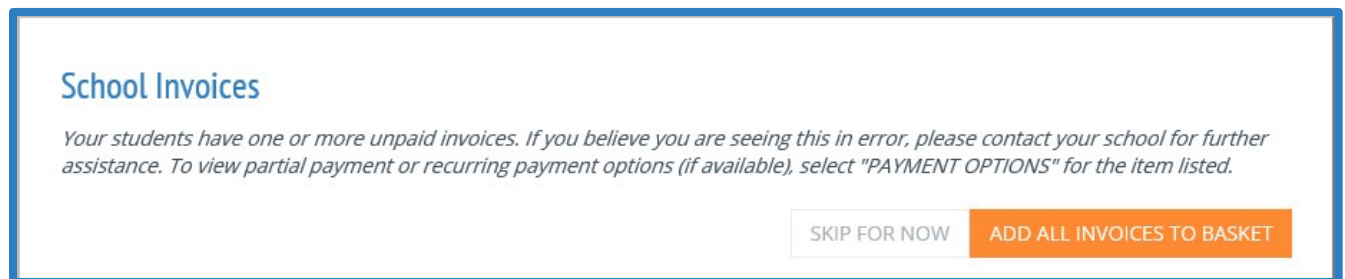
PRINT ORDER **FINISH**

Managing Payments

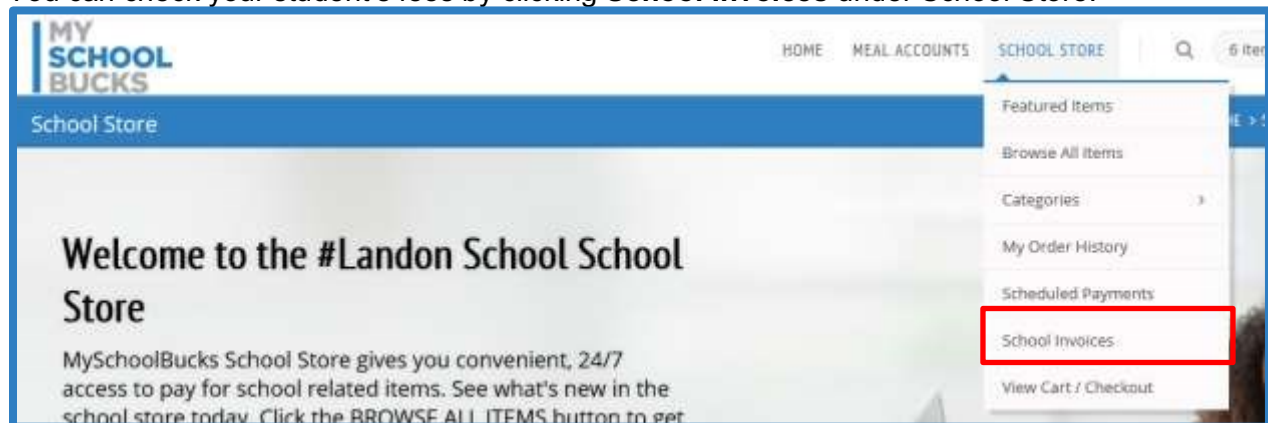
School Invoices

When a school charges you a fee, such as for special classes or overdue library books, the fees will show up on the School Invoices screen. You can use the School Invoices screen to pay off fees immediately, make partial payments, or create payment plans to pay off fees over a period of time.

The School Invoices screen appears after you log in if you have any outstanding fees related to your student accounts. If you would like to pay the fees at a different time, click **Skip for Now**.



You can check your student's fees by clicking **School Invoices** under School Store.



When paying fees on the School Invoices screen, you can add fees individually or all at once. If you plan on paying off all of the fees immediately, click **Add All Invoices to Basket**. If you are only paying certain fees, click **Add To Basket** next to the fees you would like to pay.

School Invoices
HOME > SCHOOL INVOICES

School Invoices

Your students have one or more unpaid invoices. If you believe you are seeing this in error, please contact your school for further assistance. To view partial payment or recurring payment options (if available), select "PAYMENT OPTIONS" for the item listed.

SKIP FOR NOW
ADD ALL INVOICES TO BASKET

Billy Anderson

INVOICE	AMOUNT	
Agent	\$85.58	ADD TO BASKET
Agent	\$85.58	ADD TO BASKET

Chris Erlanson

INVOICE	AMOUNT	
New Fee Setup9	\$166.04	PAYMENT OPTIONS ADD TO BASKET

After clicking Add To Basket, the fee will display a green checkmark if added successfully.

IMPORTANT: Adding fees to the basket does not count as paying them. You will need to view your basket and check out before the fees will be paid.

School Invoices

Your students have one or more unpaid invoices. If you believe you are seeing this in error, please contact your school for further assistance. To view partial payment or recurring payment options (if available), select "PAYMENT OPTIONS" for the item listed.

SKIP FOR NOW
ADD ALL INVOICES TO BASKET

Billy Anderson

INVOICE	AMOUNT	
Agent	\$85.58	✓ Added to basket
Agent	\$85.58	ADD TO BASKET

When adding fees to the basket individually, you have the option to select how you will pay. To view and select your specific payment options for a fee, click **Payment Options** next to the fee you are paying.

Billy Anderson

INVOICE	AMOUNT	
Agent	\$85.58	Added to basket
Agent	\$85.58	ADD TO BASKET

Chris Erlanson

INVOICE	AMOUNT	
New Fee Setup9	\$166.04	PAYMENT OPTIONS ADD TO BASKET

If you are paying in full, leave the option selected at **Pay in full** and click **Add To Basket**.

New Fee Setup10

Student: Billy Anderson

Description: New Fee Type Desc36

Select a payment option:

Pay in full

Payment Amount: \$231.04

CANCEL ADD TO BASKET

If you are paying part of the fee, click **Make a partial payment** and enter the amount you are paying. Then, click **Add To Basket**.

The screenshot shows a web form titled "New Fee Setup10". Below the title, it displays "Student: Billy Anderson" and "Description: New Fee Type Desc36". Under the heading "Select a payment option:", there is a dropdown menu with "Make a partial payment" selected. To the right of this menu is a text input field labeled "Payment Amount: \$" containing the text "Amil". At the bottom right of the form are two buttons: a grey "CANCEL" button and an orange "ADD TO BASKET" button.

If you want to set up a series of smaller payments, select **Set up installment payments**. Then, select a payment option from the drop-down menu on the right. Once you have selected a payment installment option, click **Add to Basket**.

This screenshot shows the same "New Fee Setup10" form. The "Select a payment option:" dropdown menu now shows "Set up installment payments" selected. To its right, a second dropdown menu is open, displaying the option "Send a payment monthly for a total of 4 individual installments". The "CANCEL" and "ADD TO BASKET" buttons remain at the bottom right.

If you are adding all of your fees to the cart at once, click **Add All Invoices To Basket**. The payments on the page should all show a green checkmark to indicate that they were added to the cart successfully.

School Invoices

Your students have one or more unpaid invoices. If you believe you are seeing this in error, please contact your school for further assistance. To view partial payment or recurring payment options (if available), select "PAYMENT OPTIONS" for the item listed.

ADD ALL INVOICES TO BASKET

Billy Anderson

INVOICE	AMOUNT	
Agent	\$85.58	✓ Added to basket
Agent	\$85.58	✓ Added to basket

Chris Erlanson

INVOICE	AMOUNT	
New Fee Setup9	\$166.04	✓ Added to basket

Claud Strife

INVOICE	AMOUNT	
New Fee Setup8	\$12.04	✓ Added to basket

After adding all of the fees you will be paying to the basket, click **View Cart/Checkout**.

New Fee Setup8	\$13.04	✓ Added to basket
New Fee Setup8	\$100.04	✓ Added to basket

CANCEL

VIEW CART / CHECKOUT

On the Place Store Order page, you can remove items by clicking the **X** next to their price. Any fees removed in this way will be viewable again on the School Invoices page.

Place Store Order

HOME > SCHOOL STORE > PLACE STORE ORDER

School Invoices

NAME	STUDENT	AMOUNT	
Agent	Anderson, Billy	\$85.58	☐
Agent	Anderson, Billy	\$85.58	☐
New Fee Setup9	Erlanson, Chris	\$166.04	☐
New Fee Setup8	Strife, Claud	\$12.04	☐
New Fee Setup8	Strife, Claud	\$13.04	☐
New Fee Setup8	Strife, Claud	\$100.04	☐

Choose a payment method:

E-CHECK

VISA DISCOVER
CREDIT CARD

Select a payment method, either **e-Check** or **Credit Card**. If you have not entered a payment method before, you will be prompted to enter one now. When using a previously created payment method, select the payment method from the drop-down menu. If the preferred payment method does not appear in the menu, click **Enter a new checking account** to enter a new eCheck account or **Enter a new credit card** to enter a new credit card.

When you have finished reviewing your order, click **Place Order** to place the order and purchase the items.

Choose a payment method:

E-CHECK

Discover ending in 7309 (Primary)

Enter a new credit card

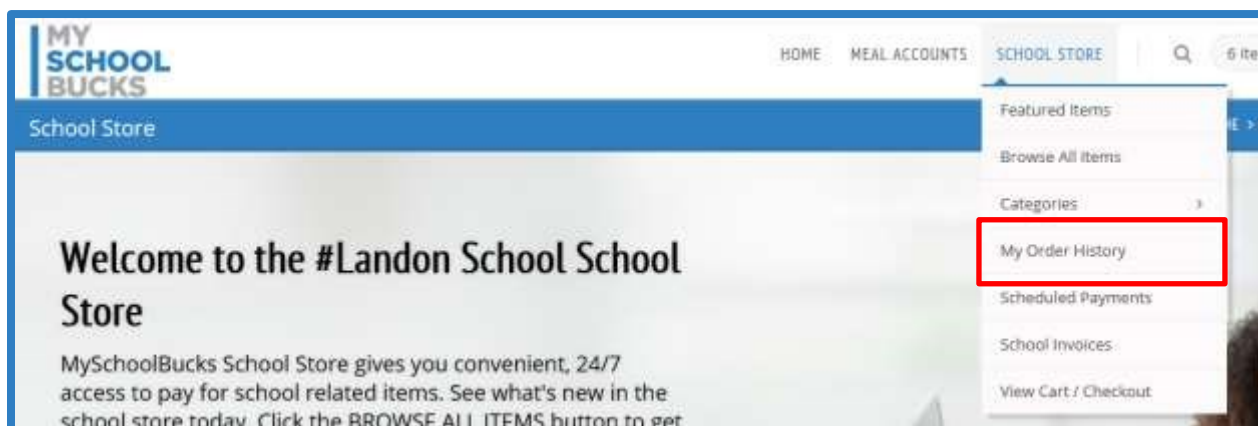
Subtotal	\$620.20
Sales Tax	\$0.00
Program Fee	\$2.00
Total	\$622.20

[PLACE ORDER](#)

By clicking Place Order, you agree to our Terms of Service

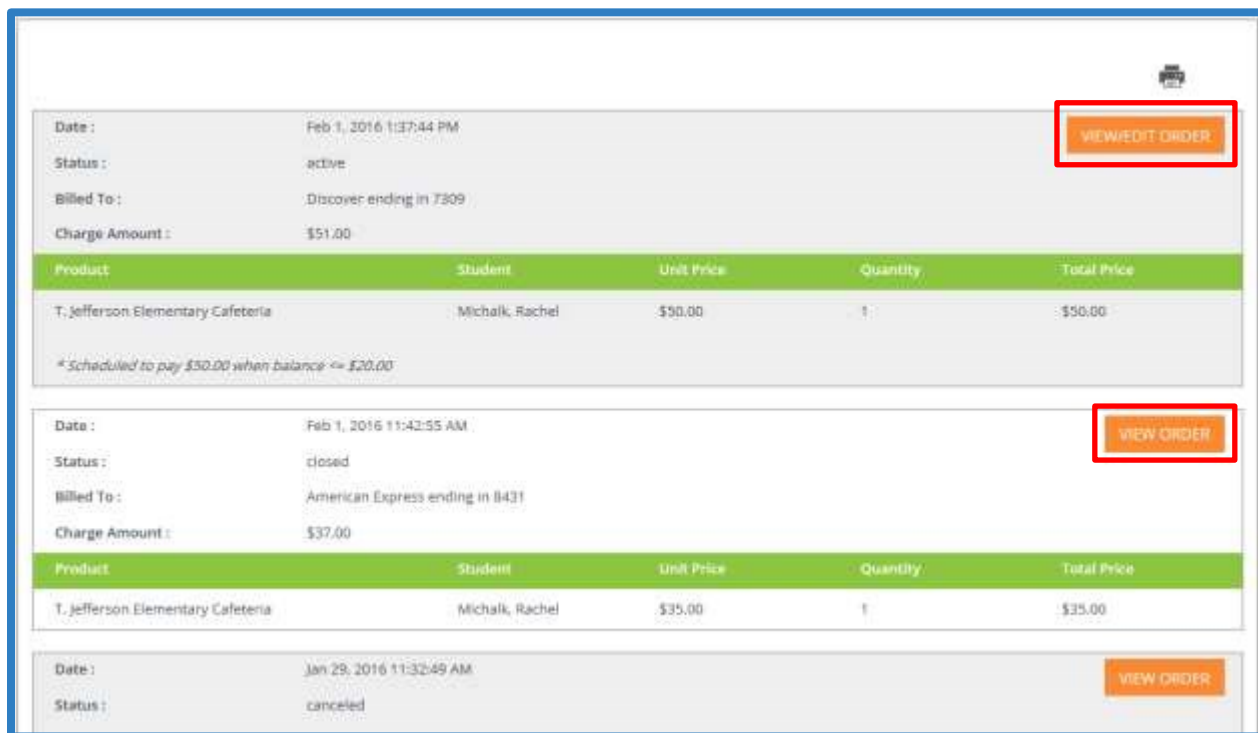
My Order History

My Order History contains all orders placed through MySchoolBucks. To open the My Order History page, click **My Order History** under the School Store drop-down menu.



My Order History includes both one-time prepayments and scheduled prepayments. From this location, you can view the details of past payments such as the date that the order was placed, the frequency of the order, and the billing account that the order is being billed to. Check the order details by clicking **View Order** or **View/Edit Order**. You can also print orders by clicking the printer icon.

If you have a scheduled payment that is being made as a result of a student's account falling below their low balance threshold, you can modify the low balance threshold associated with the payment by clicking **View/Edit Order**.



Date :	Feb 1, 2016 1:37:44 PM	VIEW/EDIT ORDER		
Status :	active			
Billed To :	Discover ending in 7309			
Charge Amount :	\$51.00			
Product	Student	Unit Price	Quantity	Total Price
T. Jefferson Elementary Cafeteria	Michalk, Rachel	\$50.00	1	\$50.00
* Scheduled to pay \$50.00 when balance <= \$20.00				

Date :	Feb 1, 2016 11:42:55 AM	VIEW ORDER		
Status :	closed			
Billed To :	American Express ending in 8431			
Charge Amount :	\$37.00			
Product	Student	Unit Price	Quantity	Total Price
T. Jefferson Elementary Cafeteria	Michalk, Rachel	\$35.00	1	\$35.00

Date :	Jan 29, 2016 11:32:49 AM	VIEW ORDER
Status :	canceled	

To cancel the order, click **Cancel This Order**. To change the payment method used to complete the scheduled payment, click **Use a Different Billing Acct**.

If the payment is the result of reaching a low balance threshold, you can edit the associated low balance threshold and the payment amount by clicking **Change Low Balance Settings**.

Order

CANCEL THIS ORDER
CHANGE LOW BALANCE SETTINGS
USE A DIFFERENT BILLING ACCT

ID: MXE28NFE7ALQHGM
Date: Feb 1, 2016 1:37:44 PM
Status: active
School District: #Landon School
Store: Food Services Store
Name: Kemp, Landon
E-mail Address: landon.kemp@e-hgs.com

Name	Student	Unit Price	Quantity	Total Price
#Landon School T. Jefferson Elementary Cafeteria	Mechalk, Rachel	\$50.00	1	\$50.00

* Scheduled to pay \$50.00 when balance <= \$20.00

Subtotal: \$50.00
Sales Tax: \$0.00
Program Fee: \$1.00
Grand Total: \$51.00
Paid: Discover ending in 7309

To change the payment method, choose the new payment method you would like to use for the payment and click **Update**. Note that new payment methods cannot be added from this screen.

Please select a billing account to use to apply the payment.

VISA ENDING IN 1111 (EXPIRES JAN 2017) ✓
DANIELLE WOLCOTT
1620 W FOUNTAINHEAD PARKWAY
TEMPE, AZ 85283

CHECKING ACCT ENDING IN 6992 (EXPIRES JAN 2015) ✓
MOBILE BANK ACCT
1234 TEST DR
#4
TEMPE, AZ 85251

To add a new billing account please first choose My User Profile from the menu then return here to update the schedule.

CANCEL
UPDATE

To change the low balance threshold associated with the payment, edit the number in the **Low Balance Amount** field. To change the amount being paid in response to the low balance, edit the **Payment Amount** field. To save your changes, click **Update**.

Low Balance Settings

Change the payment amount or low balance amount for this scheduled low balance payment.

Payment Amount:

\$ 50.00

Low Balance Amount:

\$ 20.00

BACK

UPDATE

If for some reason your scheduled prepayment cannot process and is canceled, likely due to a product being no longer available, an e-mail will be sent to your account's e-mail address.

One-time prepayments with the status of "Closed" cannot be cancelled or voided. If you are requesting a refund and the order has already been closed, you will need to obtain the refund directly from the school.

ID:

BGA5QCSEBWID7XY

Date:

Feb 1, 2016 11:42:55 AM

Status:

closed

School District:

#Landon School

Store:

Food Services Store

Name:

Kemp, Landon

E-mail Address:

landon.kemp@le-hps.com

Name	Student	Unit Price	Quantity	Total Price
#Landon School T. Jefferson Elementary Cafeteria	Michalki, Rachel	\$35.00	1	\$35.00

Subtotal:

\$35.00

Sales Tax:

\$0.00

Program Fee:

\$2.00

Grand Total:

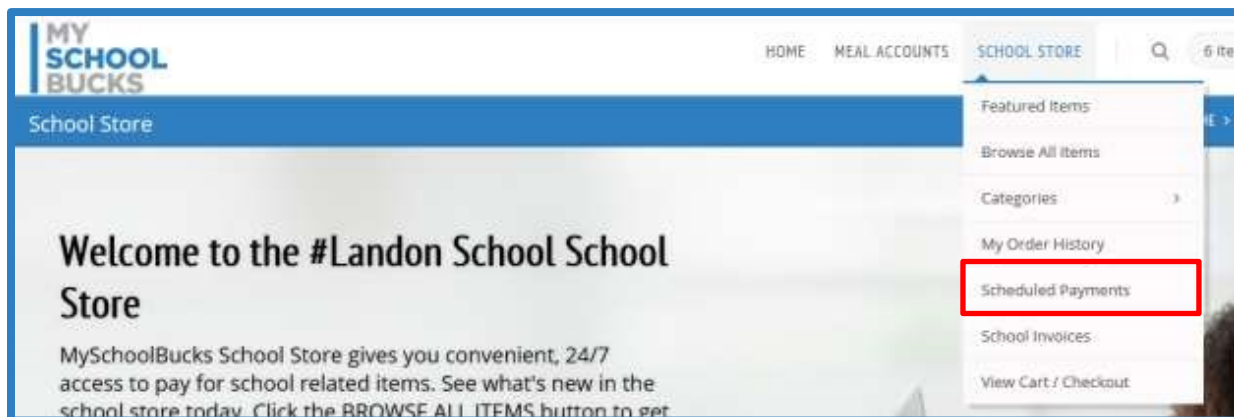
\$37.00

Paid:

American Express ending in 8431

Scheduled Payments

The Scheduled Payments page lists the payments that are scheduled to process in the near future. These payments are organized by student on the account. To view scheduled payments, select **Scheduled Payments** from the School Store drop-down menu.



From this page, you can view scheduled payments on your account. In addition, you can also cancel a payment or change the billing information associated with the payment. To cancel an order, change the billing information on a payment, or modify the low balance threshold associated with a payment, first click **View/Edit** next to the payment you would like to modify.

CAFETERIA PURCHASES

RECENT PAYMENTS

SCHEDULED PAYMENTS

Your recent scheduled payments are displayed below.

Adams, Chris

Next Payment Date	Item	Bill To	Amount	Payment
Jan 31, 2016	Adams Elementary Cafeteria	Checking Acct ending in 1111	\$25.00	VIEW/EDIT
When balance <= \$6.00	Adams Elementary Cafeteria	Mastercard ending in 3851	\$52.00	VIEW/EDIT

Alcott, Diane

Next Payment Date	Item	Bill To	Amount	Payment
When balance <= \$11.00	Adams Elementary Cafeteria	Checking Acct ending in 1111	\$23.00	VIEW/EDIT

B'urek, Thomas

Next Payment Date	Item	Bill To	Amount	Payment
Jan 31, 2016	T. Jefferson Elementary Cafeteria	Mastercard ending in 3851	\$16.17	VIEW/EDIT
When balance <= \$10.00	T. Jefferson Elementary Cafeteria	Checking Acct ending in 1111	\$26.00	VIEW/EDIT

To cancel the order, click **Cancel This Order**. To change the payment method used to complete the scheduled payment, click **Use a Different Billing Acct**.

If the payment is the result of reaching a low balance threshold, you can edit the associated low balance threshold and the payment amount by clicking **Change Low Balance Settings**.

Order

CANCEL THIS ORDER
CHANGE LOW BALANCE SETTINGS
USE A DIFFERENT BILLING ACCT

ID: H6GPVASKUE3J6BD
Date: Jan 28, 2016 11:33:14 AM
Status: active
School District: #Landon School
Store: Food Services Store
Name: Kemp, Landon
E-mail Address: landon.kemp@e-rps.com

Name	Students	Unit Price	Quantity	Total Price
#Landon School Adams Elementary Cafeteria	Adams, Chris	\$52.00	1	\$52.00

* Scheduled to pay \$52.00 when balance == \$5.00

Subtotal:

\$52.00

Sales Tax:

\$0.00

Program Fee:

\$1.00

Grand Total:

\$53.00

Paid: Mastercard ending in 3851

To change the payment method, choose the new payment method you would like to use for the payment and click **Update**. Note that new payment methods cannot be added from this screen.

Please select a billing account to use to apply the payment.

VISA ENDING IN 1111 (EXPIRES JAN 2017) ✓
DANIELLY
1620 W FOUNTAINHEAD PARKWAY
TEMPE , AZ 85283

CHECKING ACCT ENDING IN 6992 (EXPIRES JAN 2015) ✓
MOBILE BANK ACCT
1234 TEST DR
#4
TEMPE , AZ 85251

To add a new billing account please first choose [My User Profile](#) from the menu then return here to update the schedule.

CANCEL
UPDATE

To change the low balance threshold associated with the payment, edit the number in the **Low Balance Amount** field. To change the amount being paid in response to the low balance, edit the **Payment Amount** field. To save your changes, click **Update**.

Low Balance Settings

Change the payment amount or low balance amount for this scheduled low balance payment.

Payment Amount:

\$ 50.00

Low Balance Amount:

\$ 20.00

BACK

UPDATE

If for some reason your scheduled prepayment cannot process and is canceled, likely due to a product being no longer available, an e-mail will be sent to your account's e-mail address.

One-time prepayments with the status of "Closed" cannot be cancelled or voided. If you are requesting a refund and the order has already been closed, you will need to obtain the refund directly from the school.

ID:

BGA5QCSE8WXD7XY

Date:

Feb 1, 2016 11:42:55 AM

Status:

closed

School District:

#Landon School

Store:

Food Services Store

Name:

Kemp, Landon

E-mail Address:

landon.kemp@e-hps.com

Name	Student	Unit Price	Quantity	Total Price
#Landon School T. Jefferson Elementary Cafeteria	Michalki, Rachel	\$35.00	1	\$35.00

Subtotal:

\$35.00

Sales Tax:

\$0.00

Program Fee:

\$2.00

Grand Total:

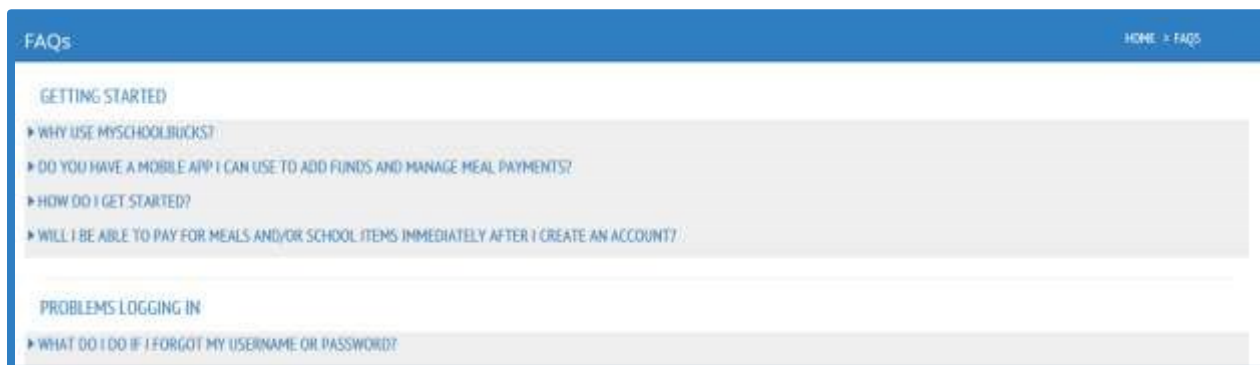
\$37.00

Paid:

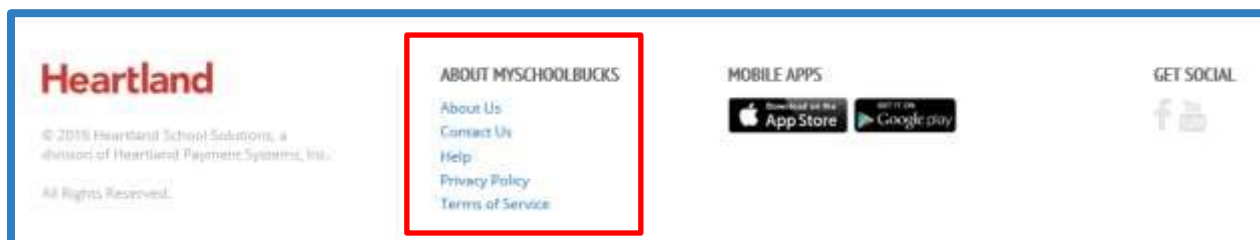
American Express ending in 8431

FAQ and Contacting Support

Users have access to the Frequently Asked Questions as well as the parent support phone number at the bottom of every page in MySchoolBucks by clicking **Help**.



You may also send Support Requests and submit User Feedback through the **Contact Us** option in the top right corner or at the bottom of the page.



Support

For additional support, please contact Technical Support between the hours of 8 AM EST and 5 PM EST at 1-800-803-6755.

You may also contact customer technical support by using our [support request form](#).

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