

Springfield Public Schools

Cultivating compassionate and extraordinary learners!

MySchoolBucks.com Online Food Service payment Instructions

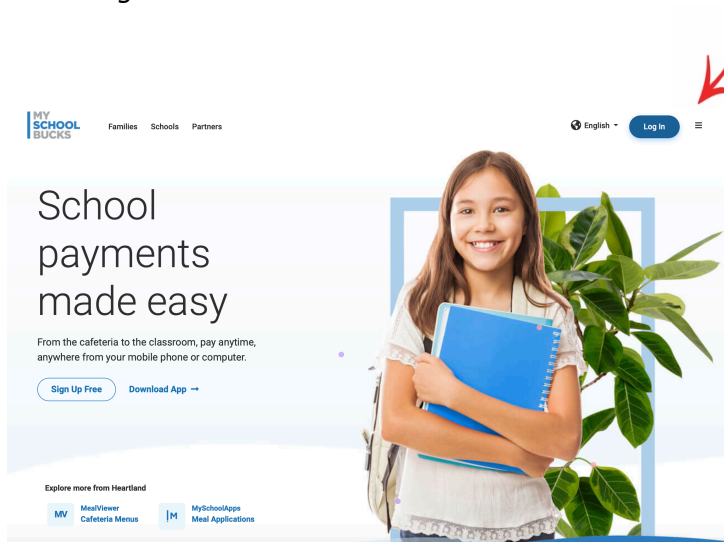
If you currently have a MySchoolBucks account, great! Log in and skip to *Step 3*. You are all set.

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.

The image shows the login and sign-up form on MySchoolBucks.com. The form is titled 'Returning Customer' and has fields for 'Username / Email' and 'Password'. There is a 'Log In' button. Below the 'Log In' button is a link that says 'Don't have an account? Sign up today!'. A red arrow points to this link. The form also includes a 'Forgot password?' link next to the password field.

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MY
SCHOOL
BUCKS

HOME > SIGN UP

English ▾

Sign Up

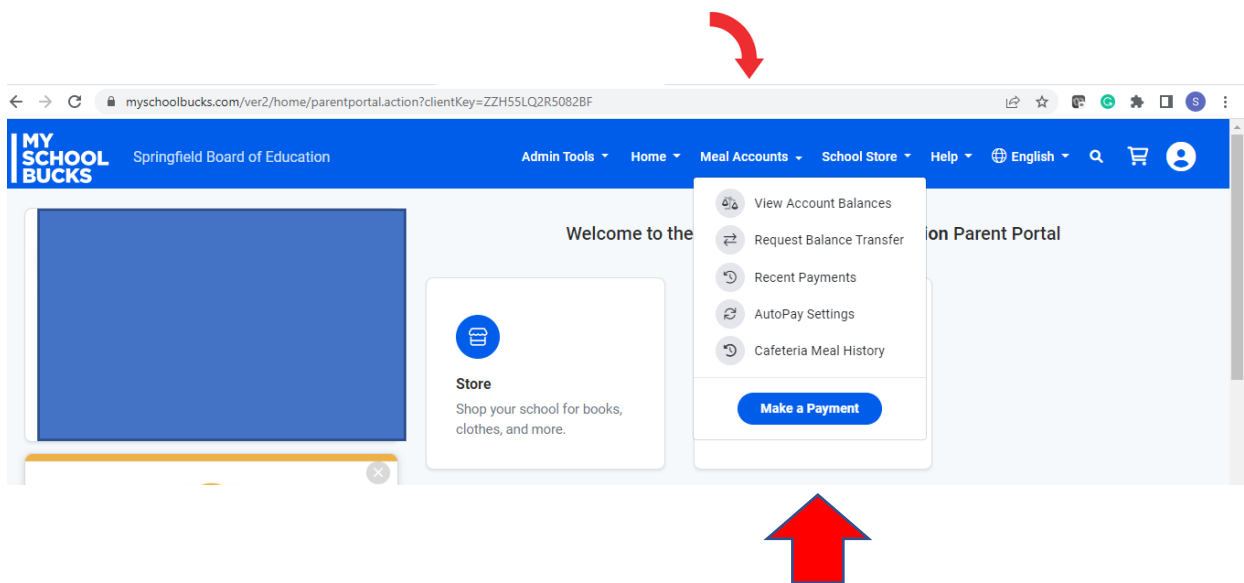
Search for your district by state or province

New Jersey

Springfield Board of Education

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.

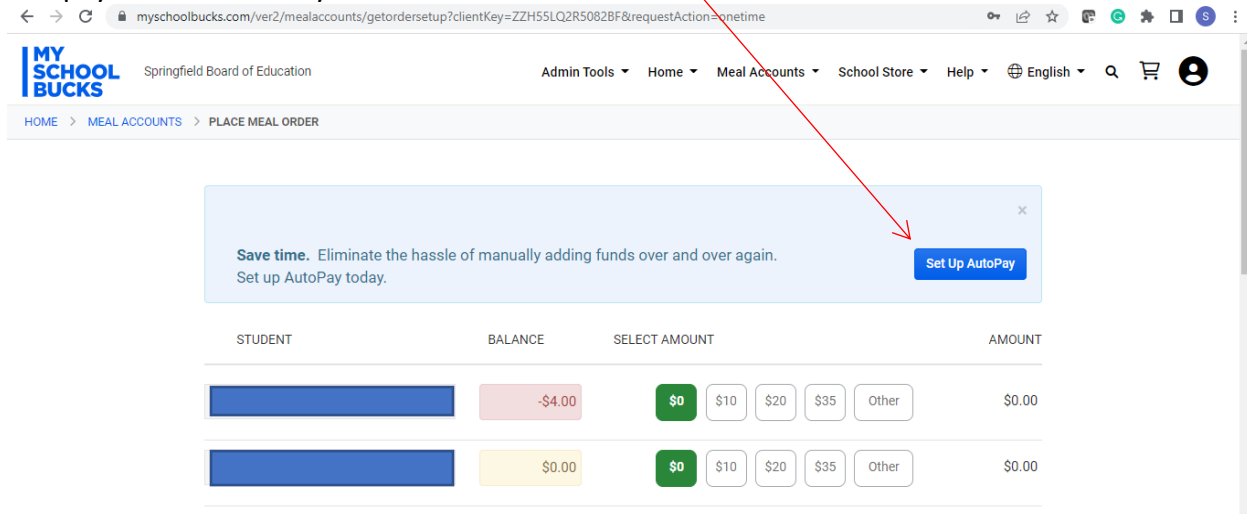


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Step 4)

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.

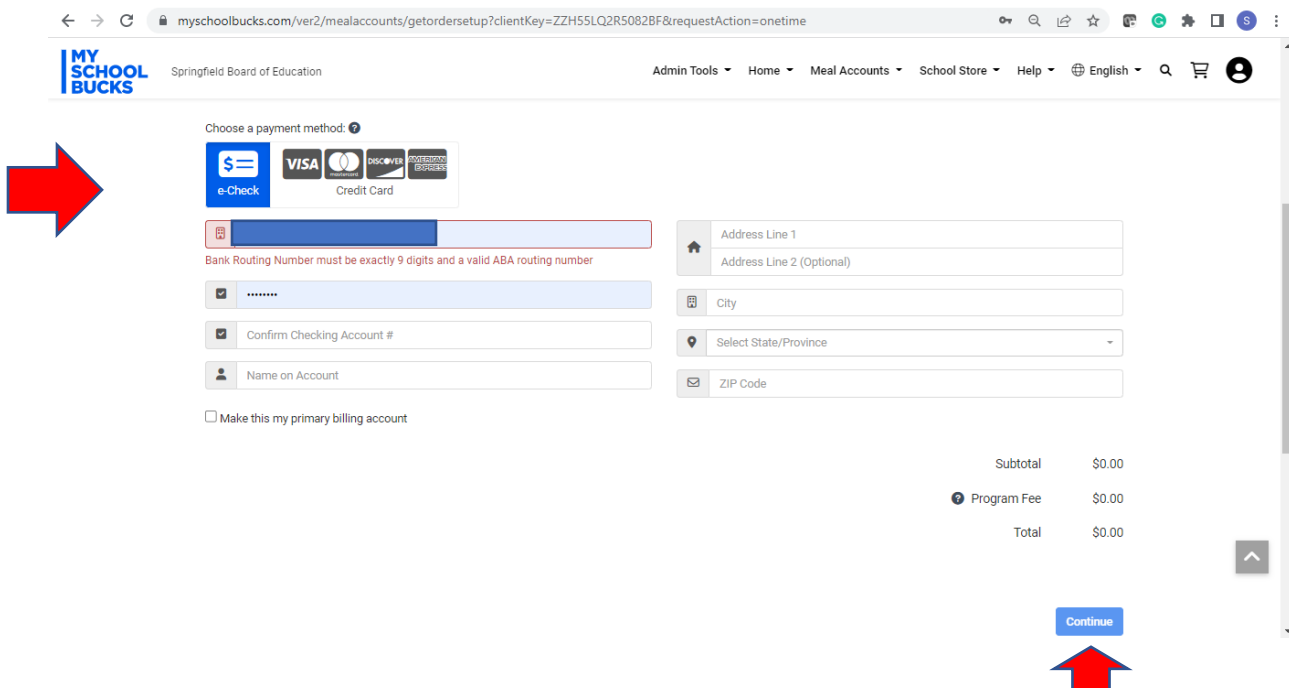


The screenshot shows the 'MY SCHOOL BUCKS' website for the Springfield Board of Education. A red arrow points to the 'Set Up AutoPay' button in a blue box that says 'Save time. Eliminate the hassle of manually adding funds over and over again. Set up AutoPay today.' Below this is a table with columns: STUDENT, BALANCE, SELECT AMOUNT, and AMOUNT. There are two student rows. The first row has a balance of -\$4.00 and the second row has a balance of \$0.00. Both rows have buttons for \$0, \$10, \$20, \$35, and Other. The AMOUNT column shows \$0.00 for both rows.

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



The screenshot shows the 'Choose a payment method' screen. A red arrow points to the 'e-Check' option. Below the selection are fields for Bank Routing Number, Confirm Checking Account #, Name on Account, Address Line 1, Address Line 2 (Optional), City, Select State/Province, and ZIP Code. A checkbox 'Make this my primary billing account' is also present. On the right, a summary shows Subtotal \$0.00, Program Fee \$0.00, and Total \$0.00. A red arrow points to the 'Continue' button at the bottom right.

Choose a payment method: ?

☒ e-Check ☐ Credit Card

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

☒ [Redacted] ☐ [Redacted]

☒ 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

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