

Stephen D. Harrison
Assistant Superintendent
for Business



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Dear Parent or Guardian,

We are excited to provide parents a convenient and secure online payment service called mySchoolBucks. This website allows you to deposit money directly into your child's school meal account and view balance/purchase information for the past ninety days. By having money in each child's account prior to entering the cafeteria, we find that the lunch lines will move along much faster, which gives your child more time to eat and be with friends.

If you choose not to take advantage of the online payment service you may continue to make advance payments, at the cashier, either by money order or by check payable to East Islip School District. Please remember to write your **child's full name and ID number** on the check.

To access this service:

1. Go to the district web site at www.eischools.org.
2. Click the Parents link.
3. Click the MySchoolBucks link.
4. Click MySchoolBucks online payment service.
5. From this website you can create your account and add money to your child's school meal account. All you need is your child's name, school, and student ID number. The instructions listed on following page will guide you through the process.

Things to know:

- If you have more than one child in the District you can handle all online prepayments from the same online account.
- Payments may be made with a Visa, MasterCard, and Discover credit or debit card. You may also make a payment using an e-check.
- In order to use the online prepayment service, a small convenience fee for each transaction will be assessed to cover the bank fees. The convenience fee is \$3.50 per credit card transaction or \$2.75 per checking transaction. Parents placing money into multiple meal accounts will only be assessed the fee once per deposit transaction. East Islip School District will not profit from the use of this site. Please Note: There is a limit of \$150 per transaction.
- Please note that there is an annual Membership option at a cost of \$12.95 per student or \$26.95 per family which will cover payments made by e-check to the lunch program and Extended Day Care program or any other program on MySchoolBucks. If you choose this option, you will avoid the transaction fee each time a payment is made. This option can be found on the homepage where it says Welcome and your name. Drop down the menu and click My User Profile. Scroll down to Membership and Update Membership to OnePay Membership for E-Checks. Follow the prompts to enter billing information. **This option is only available for payments made by e-check.**

We are very excited to offer this service and are confident that MySchoolBucks will benefit you, your child and our District. If you have any questions about this new service, please feel free to contact Jessica Perticone at 631-224-2029 or Ms. Tricia Reed, Director of Food Services at 631-224-2006 ext. 6905.

Thank You,

A handwritten signature in blue ink, appearing to read 'Stephen D. Harrison', is written over the 'Thank You,' text.

Stephen D. Harrison
Assistant Superintendent for Business

Paul E. Manzo
Superintendent of Schools

Registering for a FREE mySchoolBucks Account:

- You will first need your child's student ID number; you may get this number by contacting your child's school.
- Go to the district website at www.eischools.org, then click on Parent link, click on the link to MySchoolBucks, then click MySchoolBucks online payment service OR go directly to www.myschoolbucks.com.
- Click **REGISTER FOR A FREE ACCOUNT** and enter the required information.
- Click **FINISH** to complete the initial registration process.

Adding Students to Your Account:

- Once you are logged into your new account, click top where it says Welcome and your name.
- Click **My Students, Click Add Student**.
- Select your child's school from the drop-down box.
- Enter your child's first name.
- Enter your child's last name.
- Enter your child's student ID number.
- Click **FIND STUDENT**.
- Click **ADD STUDENT**.
- Click **FINISH** or click ADD ANOTHER STUDENT to repeat the process for additional children.

Making a Deposit:

- From the homepage drop down meal accounts and click **MAKE A PAYMENT**.
- Enter the deposit amount for each student account, then click **ADD TO BASKET**.
- Review the amount(s) you have entered and click **CHECK OUT NOW**. If you need to adjust an amount click CONTINUE SHOPPING.
- Enter your payment information and click **CONTINUE**.
- If paying with a credit or debit card, enter the three or four digit Verification Code that appears on your card, then click **CONTINUE**.
- Review your order and make sure all deposits are correct, then click **PLACE ORDER**.
- Click **PRINT ORDER** to generate a receipt of your transaction in a new window. We recommend that you keep a copy for records.
- Click **FINISH** to complete the transaction.