Instructions for Online Prepayment

Parents may now prepay for meals, snacks, and beverages through the myschoolbucks.com our new online prepayment system. This system is a fast, easy, and secure way to add money to your children's school meal accounts by using a credit card or e-check which offers more information, and improved features.

- If you have more than one student 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 cards. You may also make a payment using an e-check.
- In order to use the online prepayment service, a small convenience fee of $3.75 for each transaction will be assessed to cover the bank fees. Parents placing money into multiple student meal accounts will only be charged one fee per transaction. A family may pay for all their children in a single transaction, with a maximum limit of $120 per child.
- All support-related issues should be directed to MySchoolBucks by phone at (855) 832-5226 or by email at: parentsupport@myschoolbucks.com

Registering for a mySchoolBucks Account:

- You will first need your child's student ID number; you may get this number from the cover letter or by contacting your child's school or contacting the food service office.
- Go directly to www.myschoolbucks.com.
- Click **REGISTER FOR A FREE ACCOUNT** and enter the required information**.**
- You will be prompted to enter sign up information including the state, district name, security questions, and student information.
- Click **FINISH** to complete the initial registration process.

Adding Students to Your Account:

- Once you are logged into your new account, click **MY HOUSEHOLD** from the left-side navigation bar.
- Click **LOOK UP YOUR STUDENTS**.
- 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 or birthdate
- Click **FIND STUDENT**.
- Click **ADD STUDENT**.
- Click **FINISH** or click ADD ANOTHER **STUDENT** to repeat the process for additional children.

Making a Deposit:

- Click Cafeteria Meal Payments.
- From the My Household page, 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 your records.
- Click **FINISH** to complete the transaction.

Please visit the district website, or click here for a complete "My School Bucks" Parent User Guide.