

Getting Started with mySchoolBucks™

Congratulations, your school district now offers mySchoolBucks, a convenient and secure online payment and parent information portal! With mySchoolBucks you can deposit money into one or more student accounts, track purchase history, create low-balance reminders and even set-up an automatically recurring payment.

As you will soon discover, mySchoolBucks is designed to be intuitive and easy to use, but to help you get started, this document will guide you through the process of:

- creating a new parent account
- adding one or more students to your account
- making a payment

Creating a New Parent Account

STEP 1: GETTING STARTED



Direct your web browser to the mySchoolBucks homepage (www.myschoolbucks.com). When you arrive at the website, click the **Start Here** link.

STEP 2: SELECT STATE

Add Account

To find your school district, please select your state/province:

State/Province

Select your school district's state from the drop-down menu, and then click **Continue**.

STEP 3: SELECT SCHOOL DISTRICT

Add Account

Please select your school district.

School District: Mitchell County School District

CONTINUE **GO BACK** **CANCEL**

Select your school district from the drop-down menu, and then click **Continue**. If you mistakenly selected the wrong state, click **Go Back** and choose the correct state.

STEP 4: ENTER STUDENT INFORMATION

Add Account

Red: Please enter your name here rather than your child's name. You'll be asked to add your children later.

* indicates required field

First Name *
Last Name *
Street Address *
City *
State/Province: Georgia
ZIP/Postal code *
Daytime phone *
Evening phone *
Login ID *
Password *
Confirm Password *

If you forget your password, we'll ask you for the answer to the security question. To protect your user profile, please choose a question that is memorable for you but difficult for others to guess.

Security Question: What is your mother's maiden name?
Security Answer *

Notice: Your school district may impose a convenience fee of \$2.00 with each payment or order.

I am 18 years of age or older and I agree to the Terms of Service

REGISTER **GO BACK** **CANCEL**

Complete all of the required registration information, as noted by the red box at the top right-hand corner of the screen. When all necessary information has been added, click **Register**.

STEP 5: COMPLETE REGISTRATION



Click **Finish** to complete the registration process. You will receive an email confirmation with your login information.

Adding Students to Your Account (“My Household”)

Once you have created a parent account, click **My Household** on the left-side navigation bar to add students to your account. The following steps are required to add one or more students to your Household.

STEP 1: STUDENT LOOKUP

The screenshot shows the mySchoolBucks.com website. The header includes the logo and the tagline "Helping parents care for children™". A left-side navigation menu lists various options, with "My Household" highlighted and an arrow pointing to it. The main content area is titled "Getting Started" and contains the following text:

To get started, complete the following steps:

- Step 1. If you are a parent, look up your students and add them to your household.*
- Step 2. Make a payment.
- Step 3. Visit our school store to purchase other school related items.

* If you are an alumni or school subscriber or do not have children enrolled in the school.

An arrow points from the "My Household (No students registered)" link to the first step instruction.

To add one or more students to your Household, click **look up your students**.

STEP 2: ENTER STUDENT INFORMATION

The screenshot shows the mySchoolBucks.com website with the "Add Student" form. The left navigation menu is visible, with "My Household" highlighted. The main content area is titled "Add Student" and contains the following text:

To find a student please select the name of the school, enter the student's name and info, and choose Find.

■ indicates required field

School: Mitchell County High School

First Name *

Last Name *

One of the following is required

birthdate: January 1, 2000

or

Student *

Don't have a school? Add student ID.

An arrow points to the "FIND STUDENT" button.

Select your school district from the drop-down menu. Enter the student's first name, last name and birth date or Student ID Number. Then click **Find Student**.

STEP 3: ADD STUDENT

mySchoolBucks.com™
Helping parents care for children™

Parent Resources
Getting Started
My User Profile
E-mail Preferences
Cafeteria Purchases
My Household

Payment Center
My Basket
Make A Payment
School Store
My Credit Cards
My Order History
My Payment History
More Info

Add Student

Found a match. If this is the correct student please click Add to attach the student to your household.

First Name: Student
Last Name: Name
Grade: 0

ADD STUDENT CANCEL

A student's name and grade will be displayed when the search is complete. If this is the correct student, click **Add Student**. If the information is not correct, click **Cancel** and try your search again.

STEP 4: FINISH or ADD ANOTHER STUDENT

mySchoolBucks.com™
Helping parents care for children™

Parent Resources
Getting Started
My User Profile
E-mail Preferences
Cafeteria Purchases
My Household

Payment Center
My Basket
Make A Payment
School Store
My Credit Cards
My Order History
My Payment History

Add Student

Successfully added the student to your household.

ADD ANOTHER STUDENT FINISH

You have now successfully added a student to your Household. To associate more students with your account, click **Add Another Student** and complete **Steps 1-3** until all students have been added. If there are no other students to add, click **Finish**.

Deposit Money into a Student Account

Once you have added students to your Household, their names and schools will appear by clicking the **My Household** link on the left-hand side of the page. This page will also display the current balance available for each student. From this page you can deposit money into a Student Account, view purchase history and add or remove students.

The following steps are required to deposit money into a student account.

STEP 1: GETTING STARTED




The screenshot shows the 'myHousehold' website interface. On the left is a navigation menu with sections: 'Parent Resources' (Getting Started, My User Profile, E-mail Preferences, Cafeteria Purchases, My Household), 'Payment Center' (My Basket, Make A Payment, School Store, My Credit Cards, My Order History, My Payment History), and 'More Info' (Help / FAQ, Contact Us, Send Us Feedback, Log Out). The main content area features the 'myHousehold' logo, a 'Print Friendly' icon, and a message: 'Your students and their account balances are displayed below. The account balances may not reflect the most recent payments. Please allow 1-2 school days for processing.' Below this, there are links for 'Make A Payment' and 'Add Student', with a large arrow pointing to 'Make A Payment'. Other links include 'View Cafeteria Purchases', 'Change Schools', and 'Remove Student'. A table titled 'Account Balances' shows a balance of \$10.00 for 'County Elementary Cafeteria' as of 'Mar 17, 2011 6:15 PM'.

| Account | Balance | Last Updated by School |
|-----------------------------|---------|------------------------|
| County Elementary Cafeteria | \$10.00 | Mar 17, 2011 6:15 PM |

To deposit money into one or more student accounts, click **Make a Payment**.

STEP 2: ENTER DEPOSIT AMOUNT(S)



The screenshot shows the 'School Store' page. The main heading is 'School Store' and the instruction is 'Please enter the amount to pay on each account.' There are two rows of input fields. The first row is for 'County Elementary Cafeteria' and the second is for 'County Elementary Cafeteria'. Each row has a 'Payment List' button and a 'Payment List' button. At the bottom, there is an 'ADD TO BASKET' button. Arrows point to the input fields and the 'ADD TO BASKET' button.

Enter the amount you want to deposit into each student account, and then click **Add to Basket**.

STEP 3: REVIEW DEPOSIT(S)

mySchoolBucks.com™
Helping parents care for children™

Admin Resources
Getting Started
My User Profile
E-mail Preferences
Cafeteria Purchases
My Household

Payment Center
My Basket
Make A Payment
School Store
My Credit Cards
My Order History
My Payment History

Admin Tools
District Status

My Basket

| Name | Student | Unit Price | Quantity | Total Price | |
|----------------------|---------|------------|----------|-------------|--------|
| Elementary Cafeteria | | \$5.00 | 1 | \$5.00 | Remove |

Setup a payment schedule

➔ **CHECK OUT NOW** **CONTINUE SHOPPING**

Review the amount(s) you have entered and verify the information is correct. If you need to adjust any amount, click **Continue Shopping**. If the information is correct and you are finished, click **Check Out Now**.

STEP 4: ENTER PAYMENT INFORMATION

Order - Select Billing Account

Please enter a credit card number to use for this payment.

■ indicates required field

Card Type:

Card Number:

Expiration Date:

Name on Card:

Billing Address:

City:

State/Province:

ZIP/Postal code:

Note: Please ensure your billing address matches the record on file with your credit card provider.

➔ **CONTINUE** **GO BACK** **CANCEL**

Enter your payment information, making sure to complete all required fields, then click **Continue**.

STEP 5: CARD VERIFICATION

- Getting Started
- My User Profile
- E-mail Preferences
- Cafeteria Purchases
- My Household
- Payment Center
- My Basket
- Make A Payment
- School Store
- My Credit Cards
- My Order History
- My Payment History
- More Info
- Help / FAQ
- Contact Us
- Send Us Feedback
- Log Out

Order - Card Verification

Please enter the card verification number from your credit card.

Verification Code



■ indicates required field

Note: For your protection, we require that you enter a credit card verification number for all purchases made online. For Visa, MasterCard, or Discover the verification number is the final 3-digit number located on the back of the credit card. For American Express, it is the four digits printed above the account number on the front of the card.



If paying with a credit or debit card, enter the three- or four-digit Verification Code that appears on the card, and then click **Continue**.

STEP 6: REVIEW ORDER

- My User Profile
- E-mail Preferences
- Cafeteria Purchases
- My Household
- Payment Center
- My Basket
- Make A Payment
- School Store
- My Credit Cards
- My Order History
- My Payment History
- More Info
- Help / FAQ
- Contact Us
- Send Us Feedback
- Log Out

Order - Review Your Order

Please review the amounts entered and the total charges to your credit card. When you're ready, press the Place Order button to complete the transaction.

Refund Policy: Please contact the school administrator for our refund policy.

| Item | Quantity | Unit Price | Quantity | Unit Price |
|--------------------------------|----------|------------|----------|------------|
| County Middle School Cafeteria | 1 | \$5.00 | 1 | \$5.00 |
| County Elementary Cafeteria | 1 | \$5.00 | 1 | \$5.00 |
| Subtotal: | | | | \$10.00 |
| Convenience Fee: | | | | \$0.00 |
| Grand Total: | | | | \$10.00 |

Deposit amount(s).

Payment subtotal.

Total amount including any convenience fee.

Review your order and make sure that all deposits are correct. This screen will show the amount of deposit for each student, a subtotal of the payment and then the total payment amount including any convenience fee to make a payment. If the order is correct, click **Place Order**.

STEP 7: PAYMENT CONFIRMATION & RECEIPT

- Getting Started
- My User Profile
- E-mail Preferences
- Cafeteria Purchases
- My Household
- Payment Center**
- My Basket
- Make A Payment
- School Store
- My Credit Cards
- My Order History
- My Payment History
- More Info
- Help / FAQ

Order - Order Results

Your order was accepted. Thank you!

Your reference code is 1111111111111111

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

When your order is complete, you will receive a confirmation number that can be used to locate this transaction at a later date. We recommend you print this page and keep a copy for your records. After clicking Print Oder, a printable receipt (sample below) will open in a new window.

2/17/2011

mySchoolBucks - Your County Schools

Order

ID: 00000000000000000000000000000000
Date: Feb 17, 2011 8:47 AM
Status: closed
School District: Your County Schools
Store: Food Services Store
Name: Smith, Charles
Address: 1234 5th St.
Greenville, SC 29615
Daytime phone: 803-625-1234
Evening phone: 803-625-1234
E-mail Address: charles.smith@gmail.com

Sample MySchoolBucks Receipt

| <u>Name</u> | <u>Student</u> | <u>Unit Price</u> | <u>Quantity</u> | <u>Total Price</u> |
|-----------------------------|--------------------------|-------------------|-----------------|--------------------|
| Elementary School Cafeteria | 000000000000000000000000 | \$ 12.00 | 1 | \$ 12.00 |

| | |
|------------------|----------|
| Subtotal: | \$ 12.00 |
| Convenience Fee: | \$ 0.00 |

Grand Total:

Bill to: Visa ending in 1234

After printing this page, close the receipt window and click **Finish** to complete your transaction.