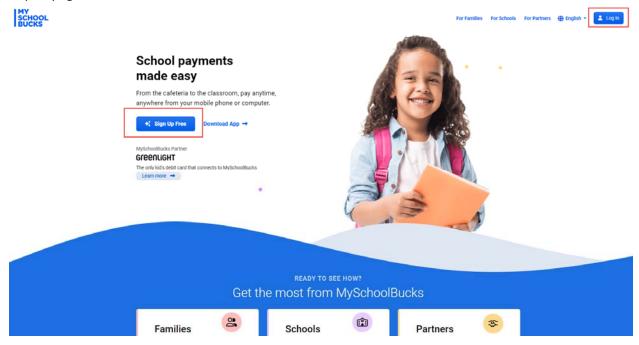
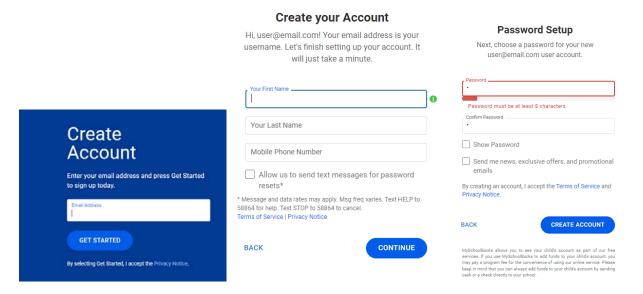
## MySchoolBucks Login/ Sign Up Guide

www.MySchoolBucks.com If you do not have an account, then click on "Sign Up Free!"

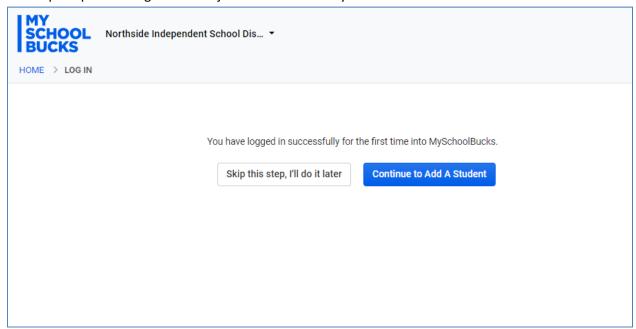
If you already have an account and need to make a payment toward a product other than meals, please skip to page 4.



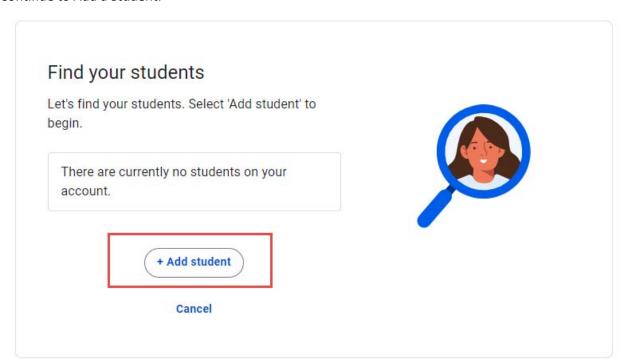
Follow the prompts and fill in the fields below with the user information (not the student's information). Password must at least 8 characters long and contain upper and lower case letters, and have at least one number and one special character.



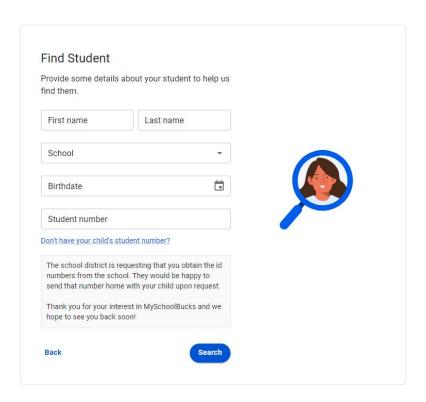
Follow prompts. Settings can be adjusted later under My User Profile.



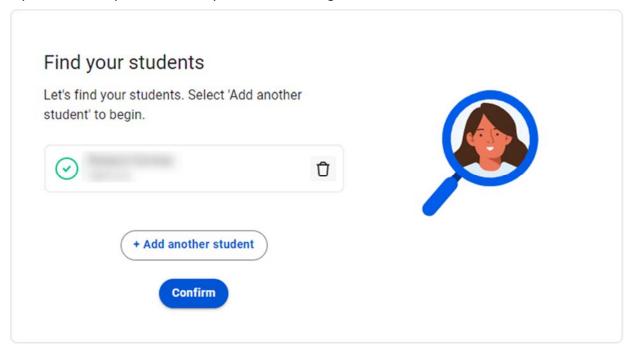
## Continue to Add a Student.



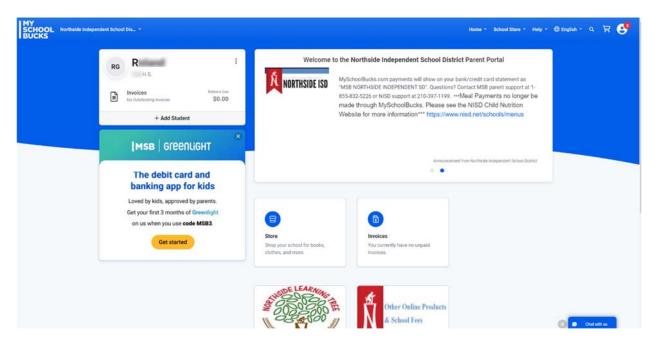
Fill in student info below. For Magnet schools, please select the main school's name. When completed, click "Search".



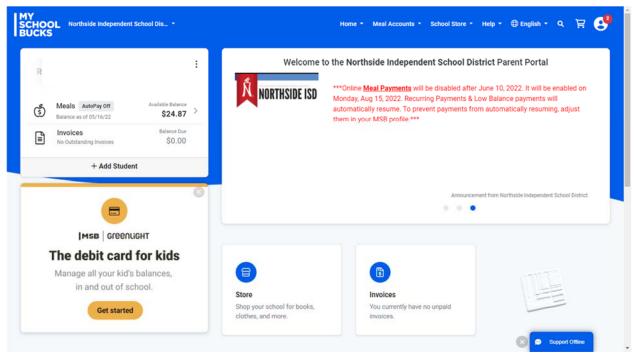
A confirmation page will appear stating it was successful. At this point, you may "Add Another Student" to your account if you wish. When you are done adding students, click "Confirm".



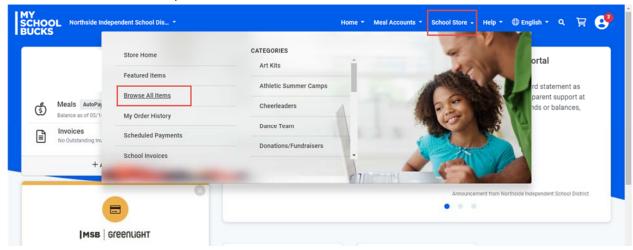
Your home screen will appear where you can make payments. The "Help" drop-down on the upper right corner is available for additional assistance.



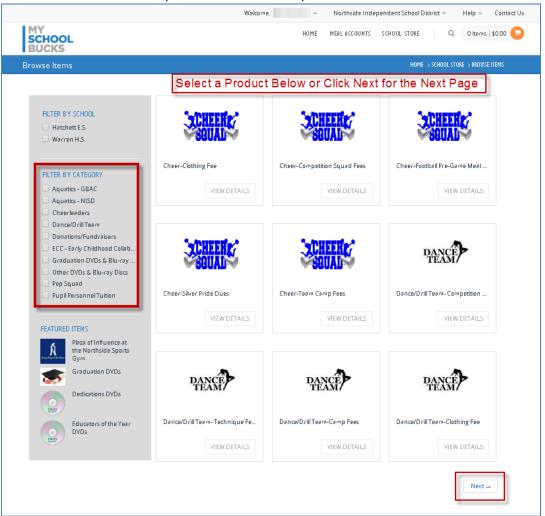
You will be directed to your home screen where you can view your child's lunch balance, make meal payments, set up auto payments, and many more options. If you need assistance, you can click the "Help" drop-down on the upper right corner. Then you can click on "? Help" for more instructions or on the "How-To Videos".



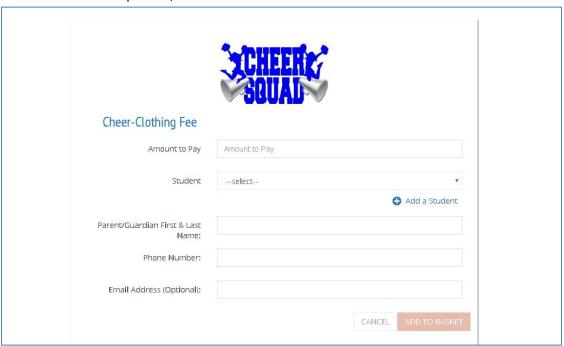
If you wish to make a payment for a different item other than your student's meal account, please select from the "School Store" drop down and click on "Browse All Items".



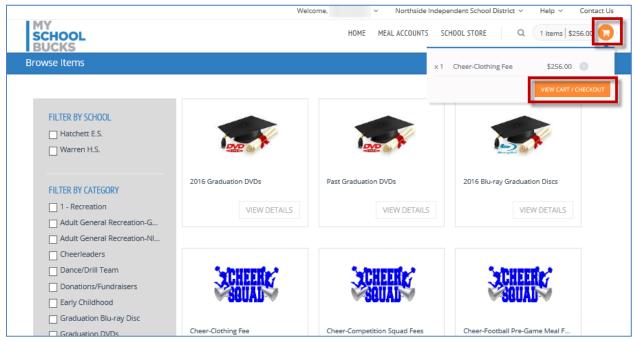
Select a CATEGORY to filter products. Click on the product in the middle section.



Enter information requested, and click "ADD TO BASKET".

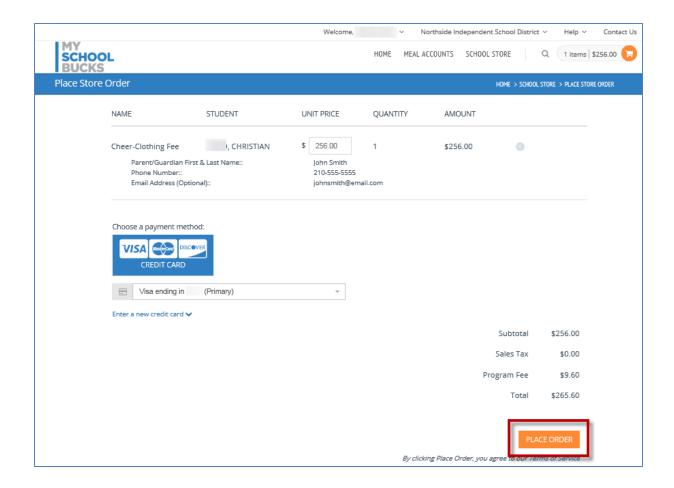


At this point, you may select another product to make a payment. If you are finished, you can select the shopping cart icon to review. Click "VIEW CART/CHECKOUT".

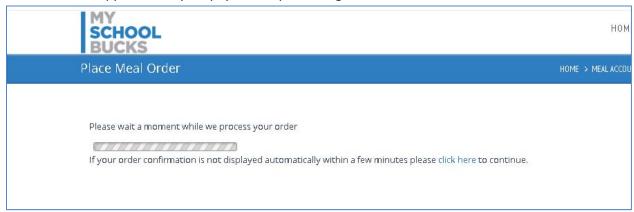


Review your payment & choose a payment method. A convenience fee of 3.75% will be added to the transaction total.

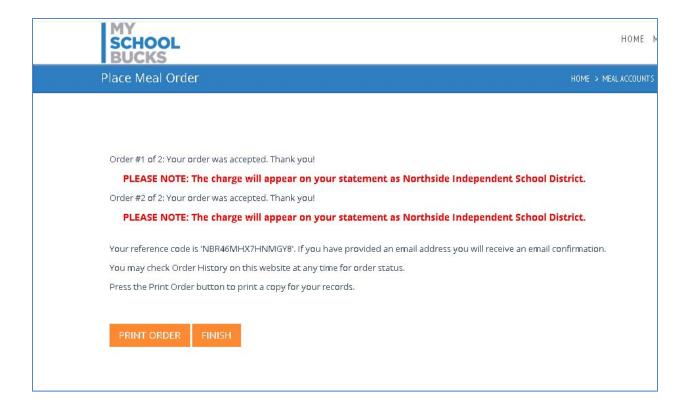
Complete transaction by clicking on "PLACE ORDER".



This screen will appear while your payment is processing.



A confirmation screen will appear and an email confirmation will be sent as well. Click finish and you will be directed to home screen.



Note: If making a payment on multiple students, each student's payment will show separately on your account.

Example: Payment paid for student #1 for \$5 and student #2 for \$5. Your bank will show two transactions of \$5.20, not the total of \$10.40.

For troubleshooting, please call the NISD Online Payment Support line at 210-397-1199 for assistance.