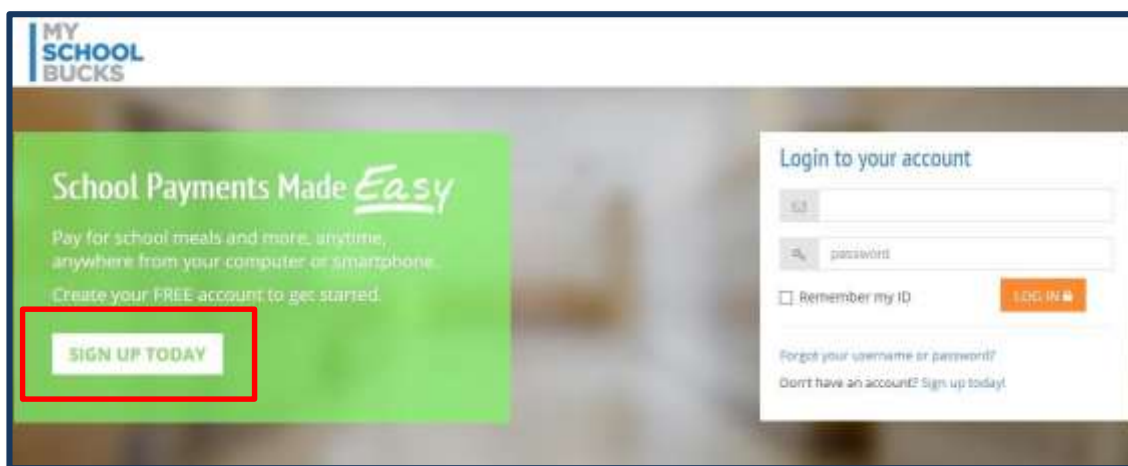


## Creating your Parent Account at [www.myschoolbucks.com](http://www.myschoolbucks.com)



Click **SIGN UP TODAY** and follow the on-screen instructions to establish your account.

The image shows the "Sign Up" page on the My School Bucks website. The page has a blue header with the My School Bucks logo and navigation links for "HOME", "REAL ACCOUNTS", and "SCHOOL STORE". Below the header, there is a "Sign Up" section with the following fields: "Find your school or district" (with a dropdown menu), "Enter your school name" (text input), "First Name" (text input), "Last Name" (text input), "E-mail Address" (text input), and "Password" (text input). Below the "E-mail Address" field, there is a note: "NOTE: This will be your username". Below the "Password" field, there is a "Re-type Password" field. Below the "Re-type Password" field, there is a note: "MUST be at least 4 characters long". At the bottom of the form, there is a checkbox for "By creating an account, I accept the mySchoolBucks Terms of Service and Privacy Policy." and two buttons: "CANCEL" and "CREATE ACCOUNT".

1. Select the state, **Missouri** & district, **Rolla School District #31**. Enter your name & email address. Note: Your email address will be your username when logging in later.
2. Create your password and choose your security questions.
3. Click **CREATE ACCOUNT**.
4. A welcome email will be sent to your email address confirming that your profile was created successfully.

## Adding a Student

After creating your account, you will then be able to add a student.

MY SCHOOL BUCKS

HOME MEAL ACCOUNTS SCHOOL STORE

Sign Up

Your user profile was created successfully. A welcome email has been sent to your inbox. Now let's add a student...

CONTINUE TO ADD A STUDENT SKIP THIS STEP, I'LL DO IT LATER

Click **CONTINUE TO ADD A STUDENT**

### Add Student

To add a student to your account please enter their name and identifying information.

Heartland School District

Challenge Academy

Note: If your child attends school in a different school district please use the district selector at the top of the page to switch.

First Name

Last Name

One of the following is required to validate your student:

Birthdate (mm/dd/yyyy)

- or -

Student Number

Don't have your child's student ID?

CANCEL FIND STUDENT

1. Select your student's school from the Rolla School District #31 entries / scroll down.
2. Enter the student's first and last name.
3. Enter either their birthdate or their 5 digit student number. Also known as ID #.
4. Click **FIND STUDENT**

If the student is not able to be found, try again. Make sure you have entered all information correctly. If there are no errors in the student information and the student is still not found, please contact the school to verify your student's records.

MY SCHOOL BUCKS

HOME MEAL ACCOUNTS SCHOOL STORE

Add Student

Add Student

First Name: Lavell  
Last Name: Gilmore  
Grade: 8

Send email when meal account balance falls below:  
\$ 10.00

CANCEL ADD STUDENT

Next set a “low balance” email limit.

You will be notified whenever your student’s balance falls below the dollar amount that you have chosen. This is a most helpful feature and we encourage all parents to set up low balance email alerts. However, if you prefer not to be notified when your student’s account is getting low, simply un-check the box and click **ADD STUDENT**.

MY SCHOOL BUCKS

HOME MEAL ACCOUNTS SCHOOL STORE

Add Student

The student you selected has been successfully added to your household.

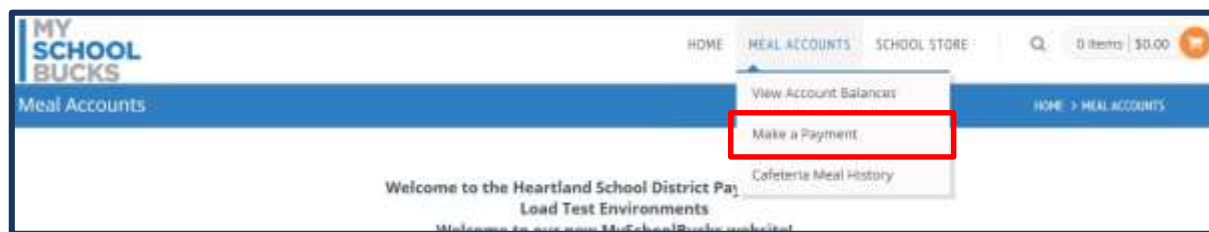
ADD ANOTHER STUDENT FINISH

Once your student has been added to your account, you will see the confirmation above. You can click **ADD ANOTHER STUDENT** to add another student or **FINISH** to complete the process.

Once all of your students have been added to your account, online payments can be made.

**Note: A \$2.49 Program Fee will be charged every time a payment is processed, no matter if it is for one student or several students.**

## Make a Payment



To process a prepayment, select the “Make a Payment” option in the Meal Accounts drop-down menu. Select cafeteria payment options.

## Select Payment Amount



Select an amount to pay within the individual school districts’ maximum payment limits.

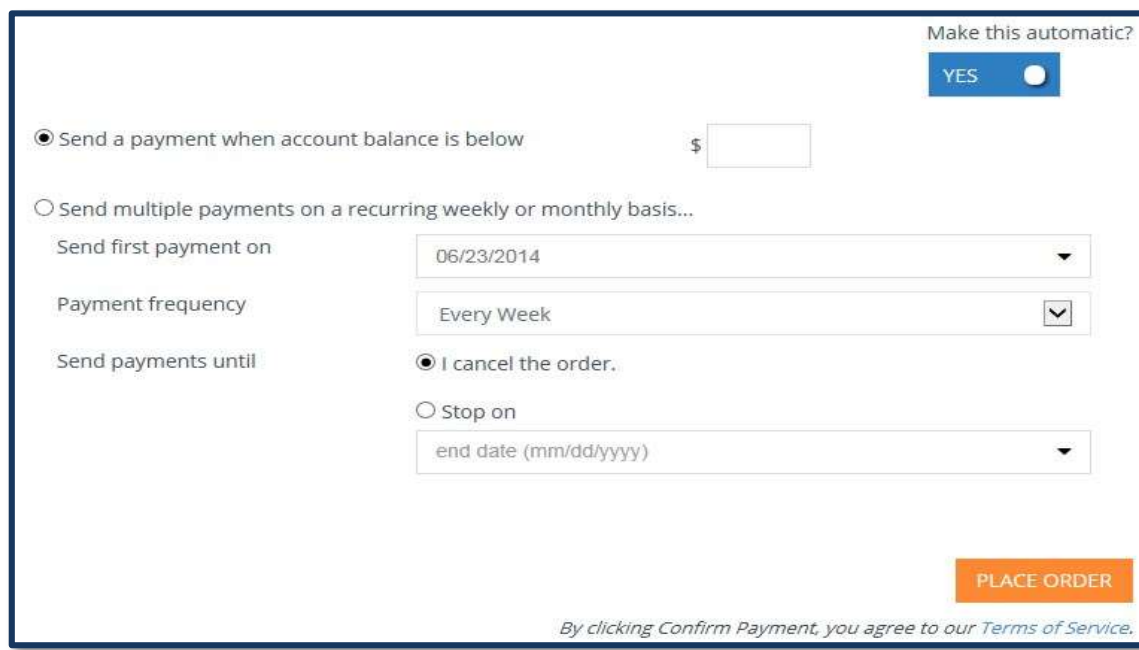
**Note:** On this screen, amounts in red have fallen below their “low balance” amount. Once the balance is funded, the box will turn gray.

## Choose Payment Method



Select a payment method, either **eCheck** or **Credit Card**. When writing an eCheck, select the checking account from the drop-down menu. When using a credit card, select a credit card from the drop-down menu. If the preferred payment method does not appear in the menu, click **Enter a new checking account** to enter a new eCheck account or **Enter a new credit card** to enter a new credit card.

## One time or Automatic Payments

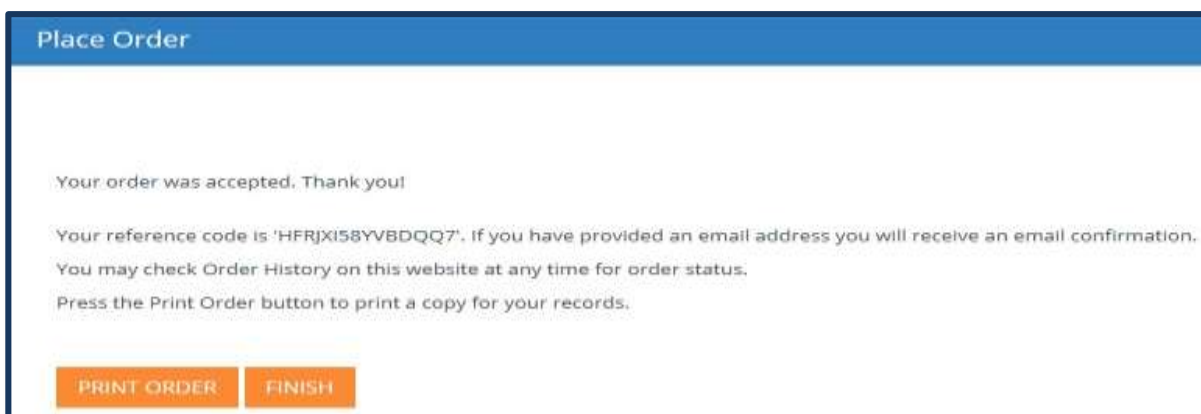


The screenshot shows a payment options form. At the top right, there is a toggle for "Make this automatic?" with a "YES" button and a radio button. Below this, there are two main options: "Send a payment when account balance is below" (selected) with a text input field for a dollar amount, and "Send multiple payments on a recurring weekly or monthly basis...". The recurring option includes a dropdown for "Send first payment on" (06/23/2014), a dropdown for "Payment frequency" (Every Week), and a section for "Send payments until" with radio buttons for "I cancel the order." (selected) and "Stop on" (with a date input field). An orange "PLACE ORDER" button is at the bottom right. A disclaimer at the bottom reads: "By clicking Confirm Payment, you agree to our Terms of Service."

When making a payment to a lunch account, the parent has the option to make the current payment an automatic one. The selection is defaulted to **No**. This means that the current payment is made one time at the time of purchase. If the parent clicks No and changes it to **Yes**, the parent can set the current payment to recur either when the account falls below a certain balance or at set timed intervals, such as every week after the payment. This recurring payment can be made to stop on a certain date or continue going unless the parent manually cancels the payment.

When finished making your order, click **Place Order**.

## Order Confirmation



The screenshot shows the "Place Order" confirmation page. It has a blue header with the text "Place Order". Below the header, the text reads: "Your order was accepted. Thank you!". This is followed by: "Your reference code is 'HFRJX158YVBDQQ7'. 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." At the bottom, there are two orange buttons: "PRINT ORDER" and "FINISH".

At this point, your order will be placed. If you have selected the option to receive an email notification when an order is placed, the notification will be sent at this time.

For other information & help, click the HELP tab at the top of the home page.