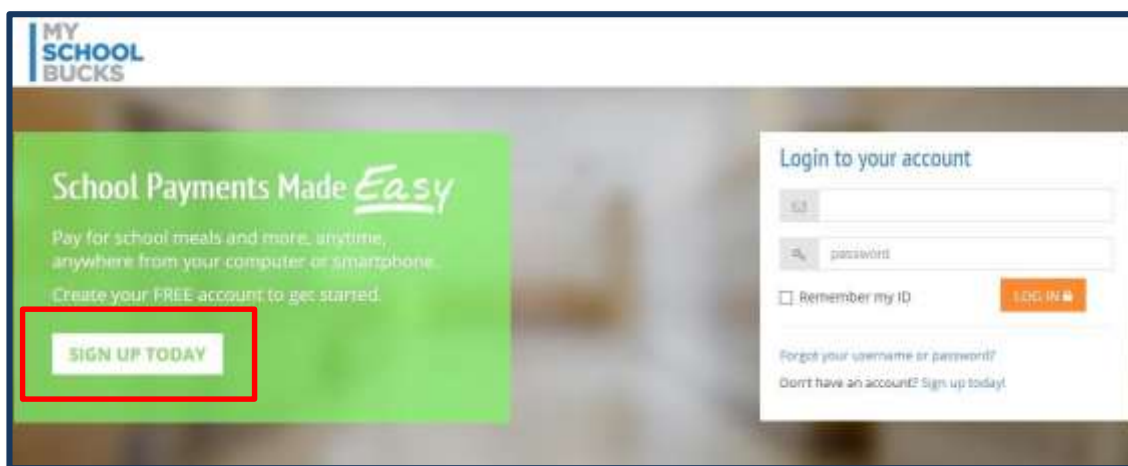# Creating your Parent Account at www.myschoolbucks.com

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

Click **CONTINUE TO ADD A 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.

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**.


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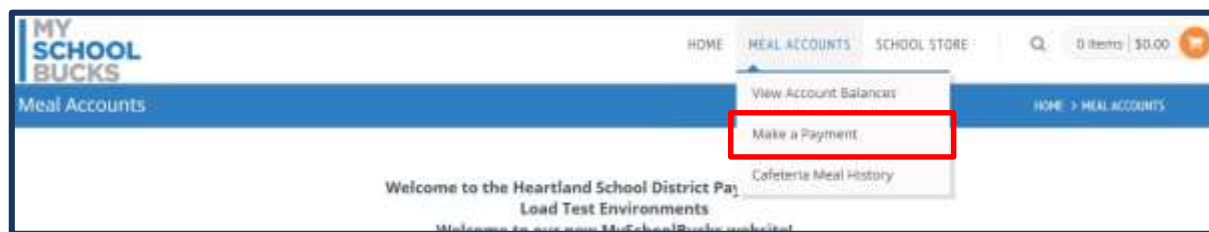
To process a prepayment, select the "Make a Payment" option in the Meal Accounts drop-down menu. Select cafeteria payment options.

Select Payment Amount

Select an amount to pay within the individual school districts' maximum payment limits.
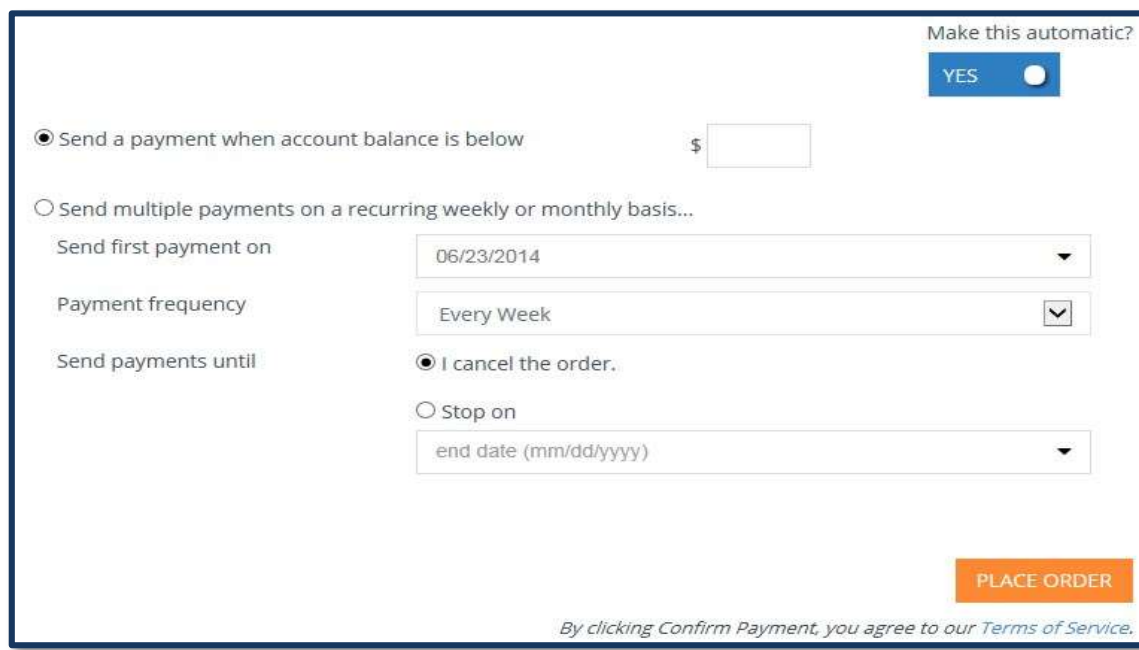
> **Note**: On this screen, amounts in red have fallen below their "low balance" amount. Once the balance is funded, the box will turn gray.

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.
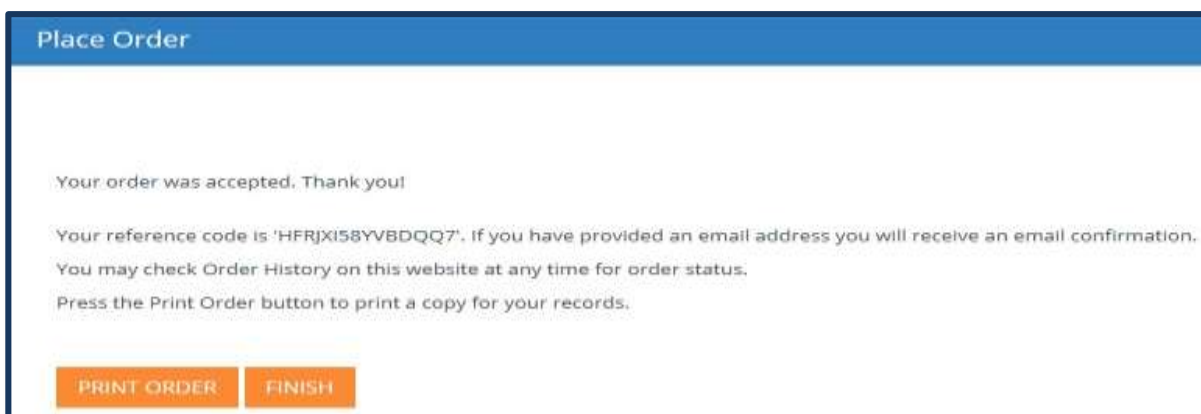
One time or Automatic Payments

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 sent 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

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.