



How To Pay Your MySchoolBucks Invoices



Set Up Your Method of Payment

In the top right corner, click on the silhouette and choose My Billing Accounts from the drop down menu.

The screenshot shows the MY SCHOOL BUCKS website interface. At the top right, there is a user profile icon for 'April Parker'. A dropdown menu is open, listing several options: My User Profile, My Students, AutoPay Settings, My Order History, My Billing Accounts (circled in red), Email History, User Log, and Log Out. A yellow callout box with a red arrow points to the 'My Billing Accounts' option, containing the text: 'Click here to set up your method of payment.'

MY SCHOOL BUCKS

School District English Help Notifications April

Home Meal Accounts School Store

School Invoices

School Invoices

Click here to set up your method of payment.

Your students have one or more unpaid invoices. If you believe you are seeing this in error, please contact your assistance. To view partial payment or recurring payment options (if available), select "PAYMENT OPTIONS" for the

Skip For Now Add

Invoice #: inv269

Payment Options Add to basket

Date Added	Fee Name	Description	Student Name	Amount
05/03/2020	LES - Fundraisers - Donations		PARKER, EVAN	\$5.00

(No payments found)

Invoice Amount \$5.00
Total Payments \$0.00
Remaining Amount \$5.00

Skip For Now View Cart / Checkout

Add Account Information

Choose Add Account and enter all required information for that account.

The screenshot shows the My School Bucks website interface. At the top, there is a navigation bar with the logo, school district, language, help, notifications, and user profile. Below this is a secondary navigation bar with 'Home', 'Meal Accounts', and 'School Store', along with a search bar and a shopping cart icon. The main content area is titled 'My Billing Accounts' and contains a table of existing accounts. A yellow callout box with the text 'Click here to begin adding your account information.' has a red arrow pointing to a blue 'Add Account' button, which is also circled in red.

MY SCHOOL BUCKS School District ▾ English ▾ Help ▾ Notifications April

Home ▾ Meal Accounts ▾ School Store ▾ 1 items \$5.00

My Billing Accounts HOME > MY BILLING ACCOUNTS

My Billing Accounts Add, Edit, and Remove Billing Accounts

Account Name	Primary	Expires		
Visa ending in			<input type="button" value="Edit"/>	<input type="button" value="Remove"/>

Click here to begin adding your account information.

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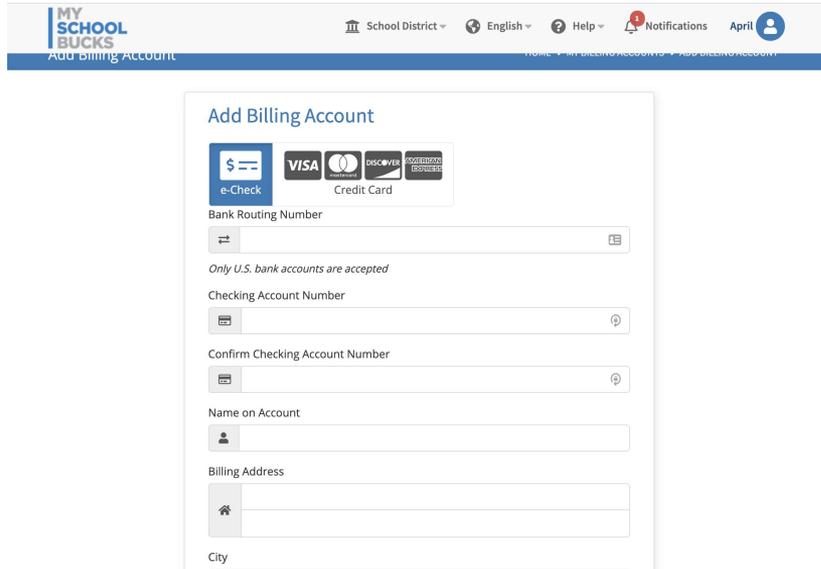
Quick Links
Home
My User Profile
My Students

Mobile Apps

Get Social

Add Account Information (cont'd)

Make sure you spell names exactly as they are on your card. Also, make sure you enter the correct expiration date for the card. If you are choosing to use the E-Check option, you will need the account number and the routing number for your checking account. After entering your card information and you are sure it is correct, click on the Create button at the bottom of the page.



The screenshot shows the 'Add Billing Account' form within the 'MY SCHOOL BUCKS' interface. The page header includes the logo and navigation links for School District, English, Help, Notifications, and the current date (April). The form itself is titled 'Add Billing Account' and offers two payment options: 'e-Check' and 'Credit Card'. The 'e-Check' option is selected. Below the selection, there are input fields for 'Bank Routing Number', 'Checking Account Number', and 'Confirm Checking Account Number'. A note states 'Only U.S. bank accounts are accepted'. Further down, there are fields for 'Name on Account' and 'Billing Address', with a 'City' field at the bottom.

MY SCHOOL BUCKS
Add Billing Account

School District English Help Notifications April

Add Billing Account

e-Check Credit Card

Bank Routing Number

Only U.S. bank accounts are accepted

Checking Account Number

Confirm Checking Account Number

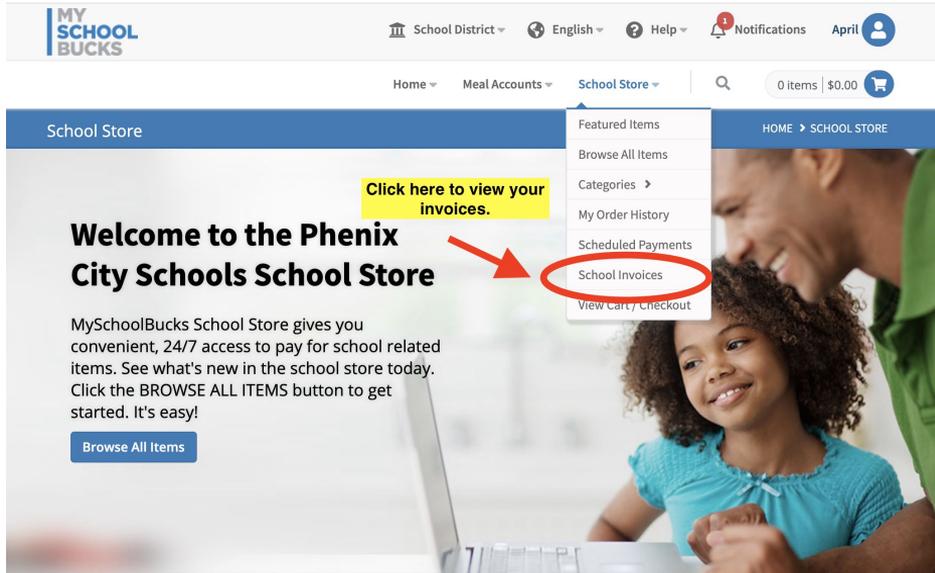
Name on Account

Billing Address

City

Where's My Invoice?

Your invoice may be posted on your home page. If it is not, you can go to the School Store and choose School Invoices from the drop down menu.



Add Your Invoices To Your Basket

If you have multiple invoices, you can choose the ones you want to pay or you can pay them all at once.

The screenshot shows the 'MY SCHOOL BUCKS' website interface. At the top, there is a navigation bar with links for 'School District', 'English', 'Help', 'Notifications', and 'April'. Below this is a search bar and a shopping cart icon showing '1 Items | \$5.00'. The main content area is titled 'School Invoices' and includes a sub-header 'School Invoices'. A message states: 'Your students have one or more unpaid invoices. If you believe you are seeing this in error, please contact your school for further assistance. To view partial payment or recurring payment options (if available), select "PAYMENT OPTIONS" for the item listed.' A yellow callout box with the text 'Click here to add your invoices to your basket.' has a red arrow pointing to a button labeled 'Add All Invoices To Basket', which is circled in red. Below this is a table for invoice details. The table has columns for 'Date Added', 'Fee Name', 'Description', 'Student Name', and 'Amount'. One row is visible: '05/03/2020', 'LES - Fundraisers - Donations', 'PARKER, EVAN', '\$5.00'. Below the table, it says '(No payments found)'. At the bottom right of the table, there is a summary: 'Invoice Amount \$5.00', 'Total Payments \$0.00', and 'Remaining Amount \$5.00'. At the bottom of the page, there are two buttons: 'Cancel' and 'View Cart / Checkout'.

MY SCHOOL BUCKS

School District English Help Notifications April

Home Meal Accounts School Store 1 Items | \$5.00

School Invoices HOME SCHOOL INVOICES

School Invoices

Your students have one or more unpaid invoices. If you believe you are seeing this in error, please contact your school for further assistance. To view partial payment or recurring payment options (if available), select "PAYMENT OPTIONS" for the item listed.

Click here to add your invoices to your basket. → Add All Invoices To Basket

Date Added	Fee Name	Description	Student Name	Amount
05/03/2020	LES - Fundraisers - Donations		PARKER, EVAN	\$5.00

(No payments found)

Invoice Amount \$5.00
Total Payments \$0.00
Remaining Amount \$5.00

Cancel View Cart / Checkout

View Your Cart

After selecting the invoices you want to pay, click on View Cart/Checkout. This will allow you to review the invoices you placed in your cart.

The screenshot shows the My School Bucks website interface. At the top, there is a navigation bar with the logo on the left and links for School District, English, Help, Notifications, and a user profile for April. Below this is a secondary navigation bar with Home, Meal Accounts, and School Store, along with a search bar and a cart icon showing 1 item for \$5.00. The main content area is titled 'School Invoices' and includes a breadcrumb trail 'HOME > SCHOOL INVOICES'. A blue button labeled 'Add All Invoices To Basket' is positioned above an invoice summary box. The invoice box contains the following information:

Invoice #: inv269 Added to basket

Date Added	Fee Name	Description	Student Name	Amount
05/03/2020	LES - Fundraisers - Donations		PARKER, EVAN	\$5.00

(No payments found)

Invoice Amount	\$5.00
Total Payments	\$0.00
Remaining Amount	\$5.00

At the bottom of the invoice box, there is a yellow callout box with the text 'Click here to view the invoices you placed in your cart.' and a red arrow pointing to a blue button labeled 'View Cart / Checkout', which is circled in red. The footer of the page includes the Heartland logo and links for 'About MySchoolBucks', 'Quick Links', and 'Mobile Apps'.

Review Your Order

Review the invoices in your cart to make sure they are correct.

MY SCHOOL BUCKS School District - English - Help - Notifications April

Place Store Order HOME > SCHOOL STORE > PLACE STORE ORDER

School Invoices

NAME	STUDENT	AMOUNT
Invoice #: Inv269	PARKER, EVAN	\$5.00

Choose a payment method:

e-Check Credit Card

Visa ending in [REDACTED]

Enter a new credit card

Subtotal	\$5.00
Sales Tax	\$0.00
Program Fee	\$0.00
Total	\$5.00

[Continue](#)

By clicking this button, you agree to our Terms of Service.

Choose Your Payment Method and Complete The Checkout Process

After confirming your order, choose your payment method and then click on the Continue button to complete your order.

The screenshot shows the 'MY SCHOOL BUCKS' checkout interface. At the top, there is a navigation bar with 'School District', 'English', 'Help', 'Notifications', and 'April'. Below this is a blue header with 'Place Store Order' and a breadcrumb trail: 'HOME > SCHOOL STORE > PLACE STORE ORDER'. The main content area is titled 'School Invoices' and contains a table with the following data:

NAME	STUDENT	AMOUNT
Invoice #: inv269	PARKER, EVAN	\$5.00

Below the table, there is a section for 'Choose a payment method:'. This section is circled in red. It includes an 'e-check' option and a 'Credit Card' button. The 'Credit Card' button is also circled in red. A yellow callout box with an arrow points to the 'Credit Card' button, containing the text: 'Click here to select your payment method.' Below the 'Credit Card' button, there is a dropdown menu showing 'Visa ending in [REDACTED]'. Below the dropdown menu, there is a text input field for 'Enter new credit card'. To the right of the payment options, there is a summary of charges:

Subtotal	\$5.00
Sales Tax	\$0.00
Program Fee	\$0.00
Total	\$5.00

At the bottom of the page, there is a yellow callout box with an arrow pointing to a 'Continue' button, which is also circled in red. The text in the callout box is: 'Click here to complete the payment process.'