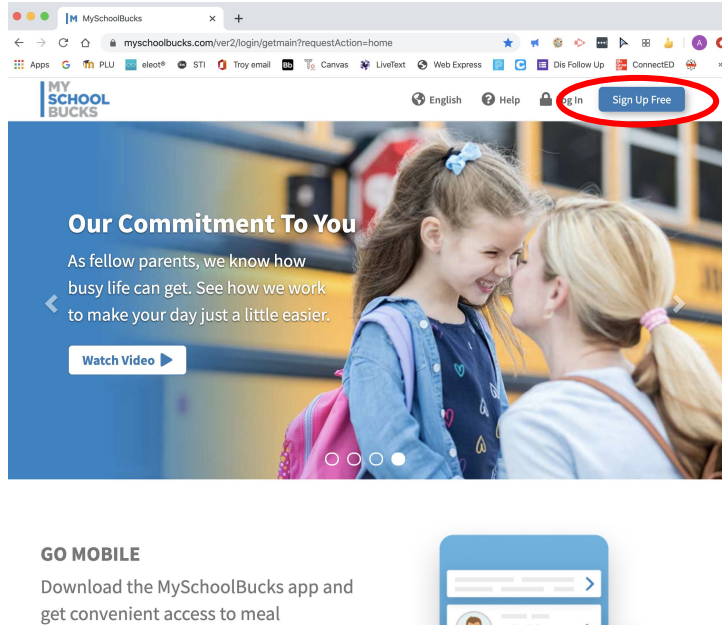




Setting Up Your MySchoolBucks Account

Website for MySchoolBucks

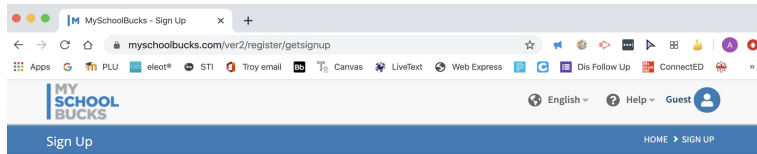
1. Go to myschoolbucks.com.
2. Click on the “Sign Up Free” tab.



Sign Up Free tab

Sign Up

On the Sign Up page, you are asked to select your state and school district.

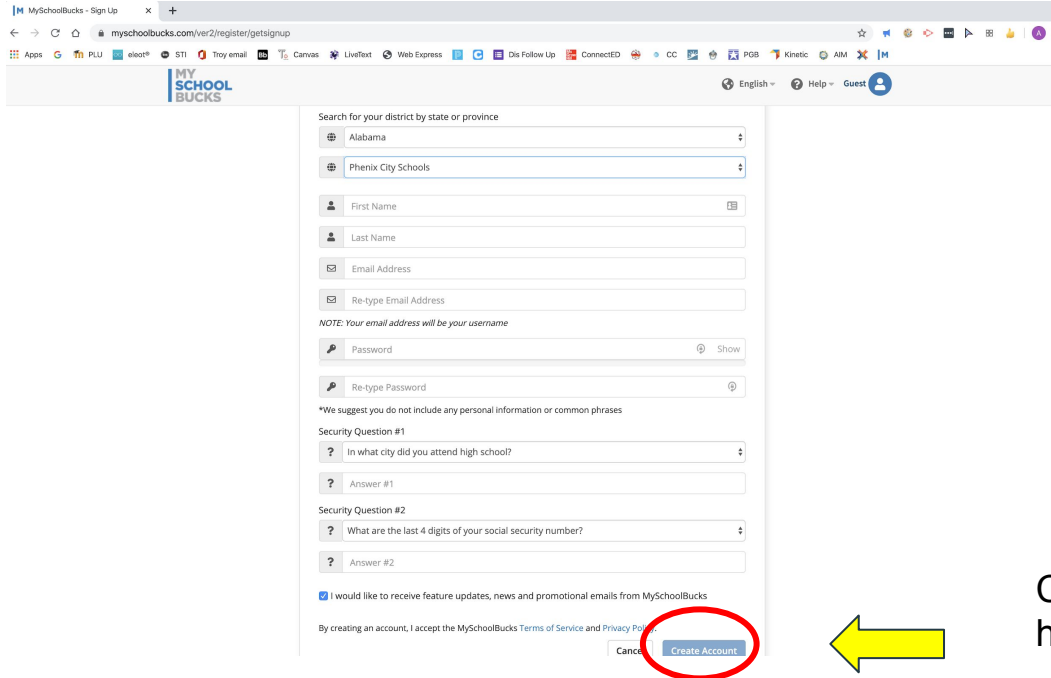
A screenshot of the 'Sign Up' form. It has a title 'Sign Up' and a subtitle 'Search for your district by state or province'. There are two dropdown menus: the first is labeled 'Alabama' and is circled in red; the second is labeled 'Select District'. Below the dropdowns are two buttons: 'Cancel' and 'Create Account'.

State or province
Alabama

School District
Phenix City Schools

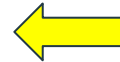
Account Creation

Fill in the fields required to set up your account.



The screenshot shows a web browser window with the URL `myschoolbucks.com/ver2/register/getsignup`. The page header includes the MySchoolBucks logo and navigation links for English, Help, and Guest. The main form area is titled "Search for your district by state or province" and contains the following fields:

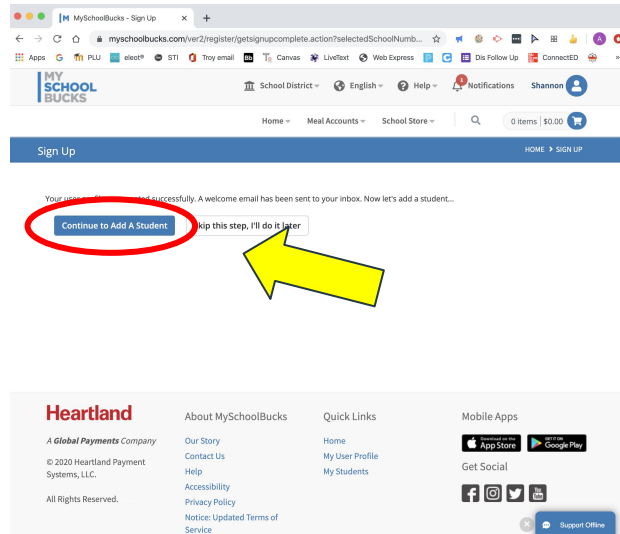
- District: A dropdown menu with "Alabama" and "Phenix City Schools" selected.
- First Name: A text input field.
- Last Name: A text input field.
- Email Address: A text input field.
- Re-type Email Address: A text input field.
- NOTE: Your email address will be your username
- Password: A text input field with a "Show" toggle.
- Re-type Password: A text input field with a toggle.
- *We suggest you do not include any personal information or common phrases
- Security Question #1: A dropdown menu with "In what city did you attend high school?" selected.
- Answer #1: A text input field.
- Security Question #2: A dropdown menu with "What are the last 4 digits of your social security number?" selected.
- Answer #2: A text input field.
- ☒ I would like to receive feature updates, news and promotional emails from MySchoolBucks
- By creating an account, I accept the MySchoolBucks [Terms of Service](#) and [Privacy Policy](#).
- Buttons: "Cancel" and "Create Account". The "Create Account" button is circled in red.



Click "Create Account" once you have completed all required fields.

Add Your Student

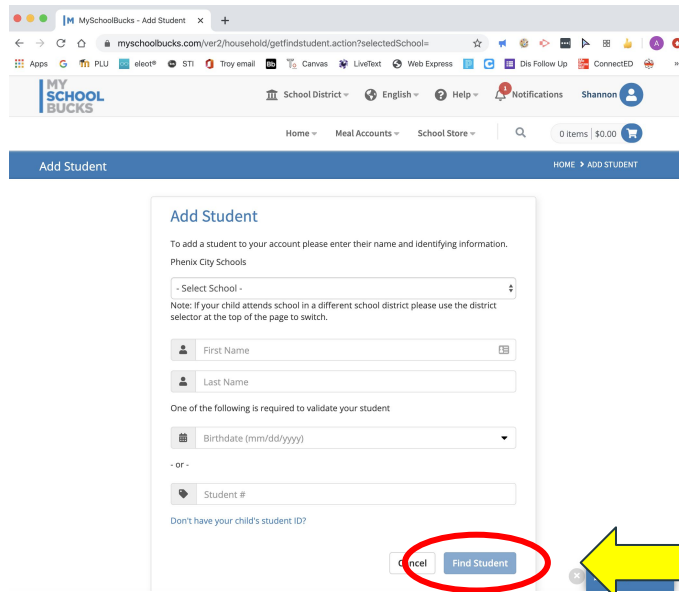
This step is **SUPER** important because it is the one that links your student's information to your account so you can see invoices and make payments on their account.



Add your student or students. Make sure you don't skip this step!

Locate Your Student

Provide the required information to find your student. All you really need to provide is your student's name, school, and birthdate. Don't worry about knowing the student number. You can locate your student without it.



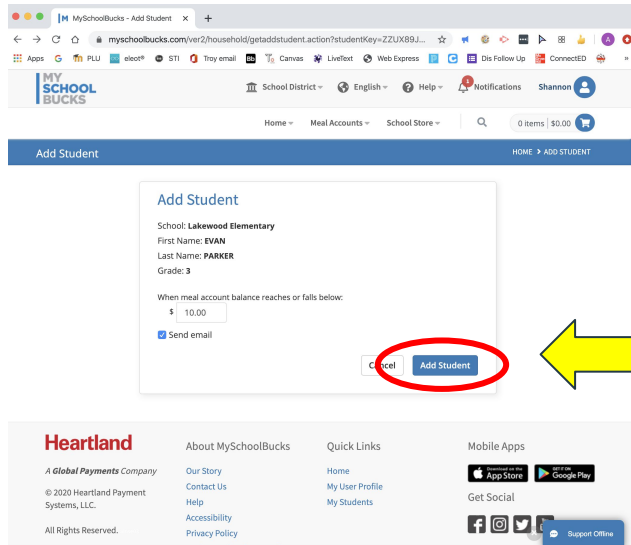
The screenshot shows a web browser window with the URL `myschoolbucks.com/ver2/household/getfindstudent.action?selectedSchool=`. The page title is "Add Student". The form contains the following fields:

- A dropdown menu labeled "Select School" with a note: "Note: If your child attends school in a different school district please use the district selector at the top of the page to switch."
- Text input fields for "First Name" and "Last Name".
- A section titled "One of the following is required to validate your student" with two options:
 - A date picker for "Birthdate (mm/dd/yyyy)".
 - A text input field for "Student #".
- A note at the bottom: "Don't have your child's student ID?".
- At the bottom right, two buttons: "Cancel" and "Find Student". The "Find Student" button is circled in red, and a large yellow arrow points to it from the right.

Click "Find Student" after putting in the appropriate information.

Finish Adding Your Student

After filling in the required locator information, click on “Find Student”. It will bring you to a screen like the one below. After confirming everything is correct, click “Add Student”.



The screenshot shows a web browser window with the URL `myschoolbucks.com/ver2/household/getaddstudent.action?studentKey=ZZUXB9J...`. The page title is "Add Student". The form contains the following information:

- School: **Lakewood Elementary**
- First Name: **EVAN**
- Last Name: **PARKER**
- Grade: **3**
- When meal account balance reaches or falls below:
- ☒ Send email

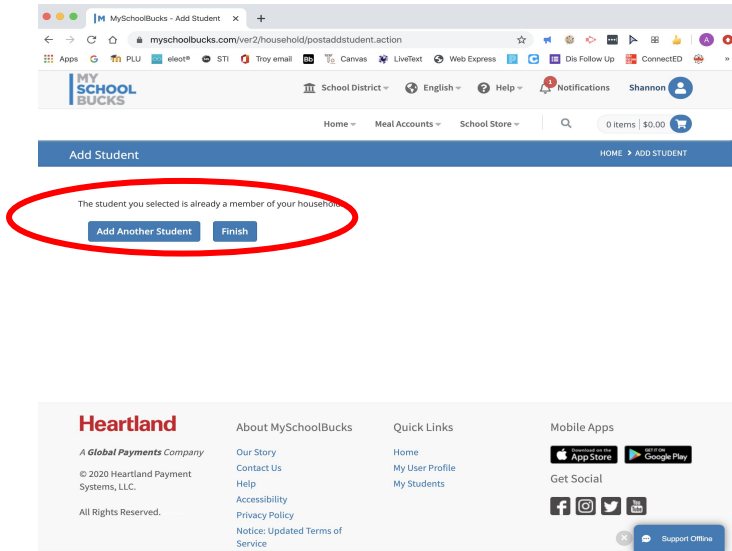
At the bottom of the form are two buttons: "Cancel" and "Add Student". The "Add Student" button is circled in red. A large yellow arrow points from the text "Click 'Add Student' to finalize adding this student to your account." to the "Add Student" button.

The footer of the page includes the Heartland logo, copyright information (© 2020 Heartland Payment Systems, LLC), and links to "About MySchoolBucks", "Quick Links", "Mobile Apps", and "Get Social".

Click “Add Student” to finalize adding this student to your account.

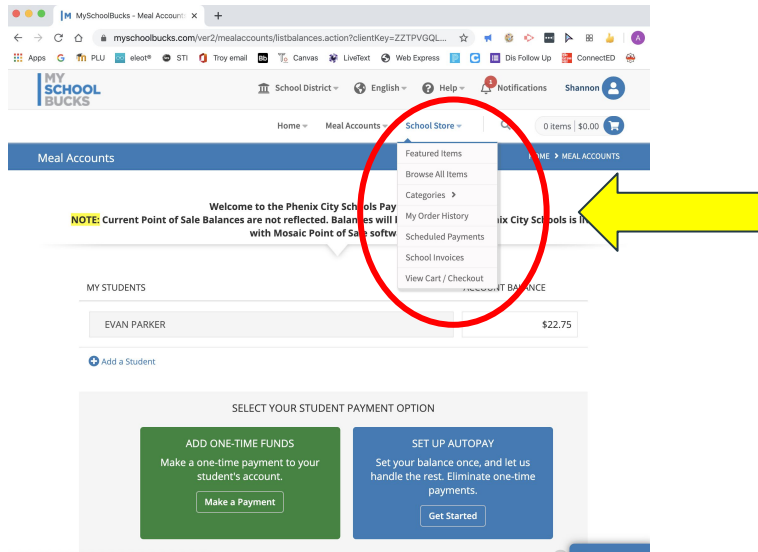
Finishing Up

If you need to add another student to your account, choose “Add Another Student”. If you are done, choose “Finish”.



How Do I Know What Needs To Be Paid?

Back on the Home page, click on “School Store”. In the drop down menu, choose “School Invoices”. If you owe money, it will bring up an itemized invoice. From there, you can pick and choose what you want to pay.



Choose “School Invoices” to see what fees have been charged to your child’s account.

Paying For Items on Your Invoice

Once you have viewed your invoice, pick and choose what you want to pay. These items will be added to your cart and you check out just like you would when using any other online shopping website.