


How to Make Donation Using My School Bucks (MSB)

If you wish for the payment on an invoice to be an ECA donation,

DO NOT PAY THE INVOICE!

INSTEAD of paying the invoice directly, make a tax credit donation by accessing the MySchoolBucks (MSB) store after you login to your account. Choose *Make ECA Tax Credit Donation* to make the donation.

If you DO NOT HAVE A MSB ACCOUNT and want to make an ECA Tax Credit donation:

1. Go hamesa.com
2. Click on the “Giving” tab
3. Click on  **DONATE** tab
4. At the MSB school store
 - A. enter the amount you want to pay
 - B. list the donor’s name
 - C. list the donor’s address
 - D. list the donor’s email address
 - E. enter scholar’s name for them to receive the ECA donation
 - F. choose one of the four activity types for this donation
 - G. in last box list which specific trip, sport or fee the donation is for
 - H. IF this is just a general donation to be added to the scholar’s credit on their account, type in “general donation”.
 - I. Click the *Purchase* button on the lower right-hand corner of the screen.
 - J. From the cart complete payment information and purchase.

NOTE: Sometime during the checkout process, you will be given the option to log into MSB or choose “Guest Checkout”. If you do not have a MSB account, you can choose Guest Checkout to complete the process. If you have a MSB account, we encourage you to log in and complete your purchase that way.



How to Create MySchoolBucks Account

All Student Fees are paid with [MySchoolBucks](#).

1. Login [HERE TO MySchoolBucks](#).
2. Create a new Account by selecting “New MySchoolBucks User” or click “Existing MySchoolBucks User” to log in to an existing account.

NOTE: *Any fee assigned to your student will be emailed to you upon account creation and visible right away on your [MySchoolBucks](#) account.*

3. Add your scholars student ID #.
4. Select your fee(s) and add it to your **basket/cart** or explore **payment options**.
5. Check out with electronic check or credit/debit card.

QUESTIONS?

Please contact [MySchoolBucks](#) directly for any questions on creating or using your account, including locating fees.

MySchoolBucks Parent Support

855.832.5226

parentsupport@myschoolbucks.com