

How to Pay My School Bucks (MSB) Invoices

MySchoolBucks Parent Support

855.832.5226

parentsupport@myschoolbucks.com

NOTE: If your scholar has been attending a different school in a different district, click the words “School District” at the top of your MySchoolBucks account to add a new school district to your profile. MySchoolBucks.com will provide a list of available school districts during the signup process.

A. **EASIEST Way To Pay**

1. Log into your MySchoolBucks (MSB) account.
2. Select “Invoices”
3. Select “Buy Now” or “Add to Basket”
4. Enter payment information
5. A receipt will be sent to email listed in your MySchoolBucks account.

IMPORTANT: Once a payment has been made to an invoice it **CANNOT** be change to an ECA tax credit donation

B. **Pay with an ECA tax credit donation**

1. **DO NOT PAY THE INVOICE**
2. Log into your MySchoolBucks (MSB) account.
3. Click on “School Store” in the menu bar at the top of the page
4. Click “Browse All Items” & Choose **ECA DONATIONS**
 - 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. ***IMPORTANT*** so the scholar will receive the ECA donation
 - f) choose one of the four activity types for this donation
 - g) list which specific sport, trip, or fee the donation is for
 - h) ***IF*** this is just a general donation to be added to the scholar’s account for future use, type in “general donation”
 - i) Click the *Buy Now* button on the lower right-hand corner of the screen.
 - j) Review order and click “Place order.” Enter payment info under “Choose Payment Method.” Click “Continue”