



How to Pay a My School Bucks (MSB) Invoice with an ECA Tax Credit Donation or with Account Credit

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 logging into your MySchoolBucks (MSB) account or go to the MSB store. Choose *ECA Tax Credit Donations* product 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 **OR**
3. Click on “ECA Donation Reminder” link
4. Click on   tab
 - A. At the MSB school store complete all sections. **Be sure to complete the last box to specify a trip, sport, or fee.** If this is just a **general donation** to be added to the scholar’s credit on their account, type in “general donation”.
 - B. Be sure to click **COMPLETE** when done

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.

IF YOUR SCHOLAR HAS ACCOUNT CREDIT and you want to use it to make a payment on an invoice:

If you want to **pay any outstanding fees**, please send an email with the following format:

Scholar Last Name
Scholar First Name
Fee/Invoice to be paid
Amount to be paid

If you wish to **transfer funds between scholars**, please use the following format:

TRANSFER FROM:
Scholar Last Name
Scholar First Name
Amount to Transfer

TRANSFER TO:
Scholar Last Name
Scholar First Name
Fee to be paid with transfer