

How to Pay My School Bucks (MSB) Invoices

MySchoolBucks Parent Support

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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 PowerSchool account.
2. Access the MySchoolBucks (MSB) icon on the left hand side
3. Click “Go to MSB” on top right. If grayed out/not working, click “Get Started” to refresh, then “Go to MSB”
4. Select “Invoices”
5. Select “Buy Now” or “Add to Basket”
6. Enter payment information
7. Receipt will be sent to email listed in your MySchoolBucks account.

B. Pay with an ECA tax credit donation

1. **DO NOT PAY THE INVOICE**
2. Log into your PowerSchool account.
3. Access the MySchoolBucks (MSB) icon on the left hand side
4. Click “Go to MSB” on top right. If grayed out/not working, click “Get Started” to refresh, then “Go to MSB”
5. Click on “School Store” in the menu bar at the top of the page
6. Click “Browse All Items” & Choose Pay Invoices with ECA Tax Credit Donations
 - a) enter the amount you want to pay
 - b) select the scholar you are paying an invoice for
 - c) list the donor’s name
 - d) list the donor’s address
 - e) list the donor’s email address
 - f) enter scholar’s name for them to receive the ECA donation
 - g) choose one of the four activity types for this donation
 - h) in last box list which specific sport, trip, or fee the donation is for
 - i) IF this is just a general donation to be added to the scholar’s credit on their account, type in “general donation”
 - j) Click the *Buy Now* button on the lower right-hand corner of the screen.
 - k) Review order and click “Place order.” Enter payment info under “Choose Payment Method.” Click “Continue”

C. Apply Account Credit

1. Log into your PowerSchool account.
2. Access the MySchoolBucks (MSB) store icon on the left hand side
3. Click “Go to MSB” on top right. If grayed out/not working, click “Get Started” to refresh, then “Go to MSB”
4. Access the “School Store” from the menu bar at the top of the page
5. Click “Browse All Items”
6. Click on the *Pay with Existing Account Credit* item
7. Complete form to pay online. Click the “Buy Now” button or “Add to Basket” if you have more transactions
8. Submit form by checking out
9. Receipt will be sent to email listed in your MySchoolBucks account.
10. Payment will be applied to invoice upon receipt of payment