

How to Pay an Invoice with an ECA Tax Credit Donation

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. How to 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 ECA Tax Credit Donations – Gateway Campus
 - 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”