



School Fees Payment System

MySchoolBucks

QUICK START GUIDE

Introducing MySchoolBucks!

At the start of 2023-24, Washington Latin will shift to MySchoolBucks as the system for making payments of school fees instead of PayPal for payments related to transportation, field trips, lunches, and other school costs. This policy applies to both of our campuses - 2nd Street and Cooper.

Why this change?

We believe that this system will make it easier for families to register for school activities and pay fees in a single location. It will also make it easier for us to track payments, send invoices, and support our families.

What will families pay for in MySchoolBucks?

Items you can pay for through MySchoolBucks include:

- **Bus transportation** - sign up, agree to the behavior agreement, and pay
- **Planners** - Purchase at school, pay on MSB (\$10 each)
- **MAGIS** afterschool - coming soon!
- **Meals** - we will use MySchoolBucks to invoice families - stay tuned!
- **Other school fees** will be added to the system - watch for notices.

What's next?

- **First**, set up your account on MySchoolBucks.
- **Second**, login to register for services and/or pay school fees.
- **Third**, login and use the app.

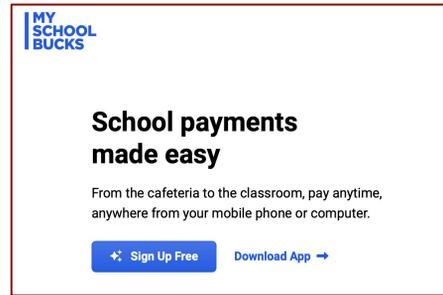
See detailed instructions on the following pages.

QUESTIONS? Email operations@latinpcs.org

I. Setting up your MySchoolBucks Account

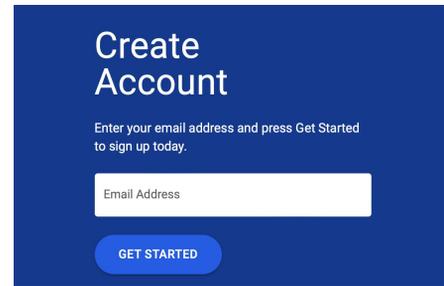
1. Go to MySchoolBucks

- <https://www.myschoolbucks.com/> to set up your account.
- You can also register on the MySchoolBucks app.



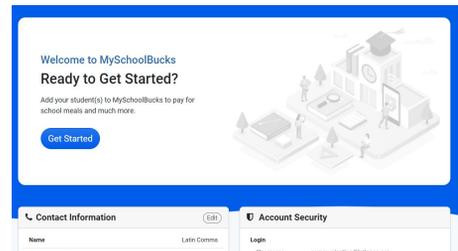
2. Create your login.

Enter an email to start creating the account. The system will prompt you to create a password, add a mobile phone number, etc.



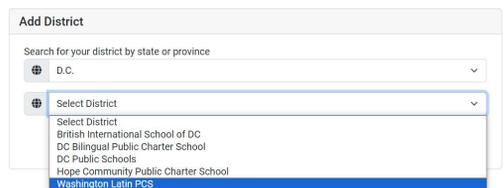
3. Add your account information.

Click the blue **Get Started** button.

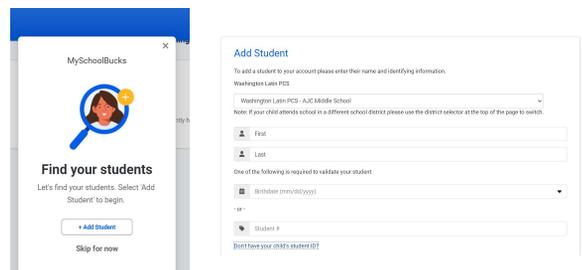


3. Link your child(ren) to your account.

Add District is next, meaning you find the right school of Washington Latin PCS your child attends (2nd Street Middle or Upper School, or Cooper Middle School.)



Click on Find Your Student. You will input the full name and their date of birth. (If your child is not appearing, please email operations@latinpcs.org.)

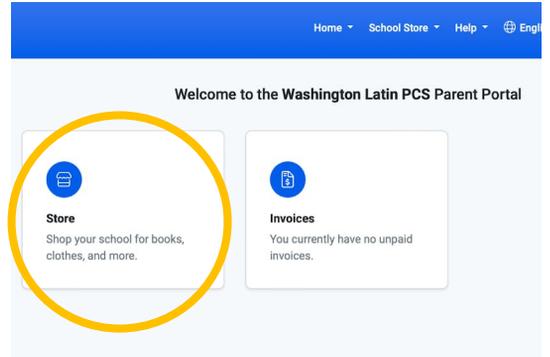


II. Using MySchoolBucks to pay school fees

1. Go to the Store to register/pay.

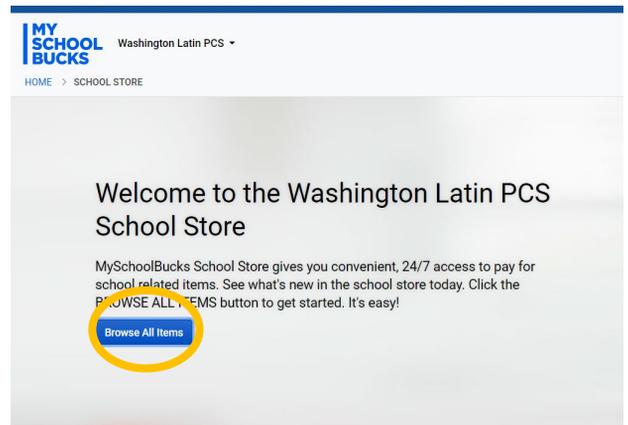
On the dashboard page, you have 2 options: Store and Invoices.

Choose Store (invoices will be later used for meal payments).



2. Click Browse All items

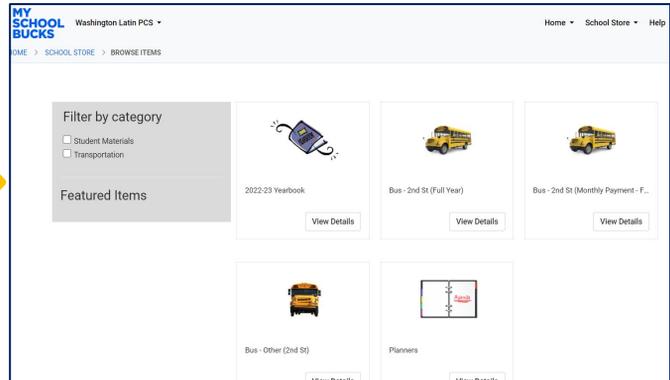
This will show what you can now pay for through the system.



3. Select your option to register and/or pay.

This will show what you can now pay for through the system.

In the case of the bus, you will register and sign the behavior contract as well as pay for your selected option.



Planners

Our Price \$10.00

Student

[+ Add a Student](#)

Quantity

[Cancel](#)

[Buy Now](#)

[Add To Cart](#)

Note that you can either add to the cart and make more payments, or select PAY NOW.

QUESTIONS? Email operations@latinpcs.org

III. Using the MySchoolBucks app

Note: you must open an account to use the app; consider doing this on a computer (easier!)

1. Download the app to your phone.

You can go to the app store on your phone. Use the link on the website to download it to your computer.

Once you download it, you need to login to your account the first time.



2. Open the app.

You will see your child(ren) listed. You can add or edit your details on the app, just like the website (add a child, add a payment method, etc.)



3. Open the store

To open the store, click either:

- **Cart icon** (top right)
- **Store icon** (bottom right).

A.

B.

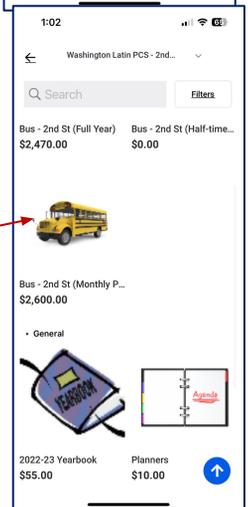
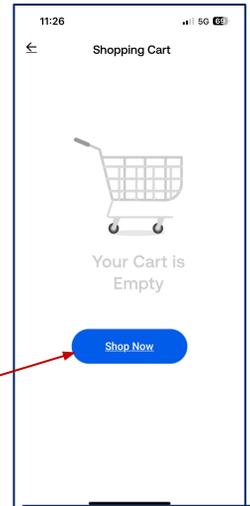
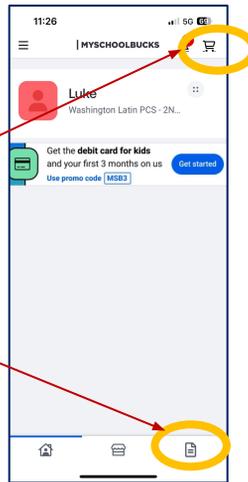
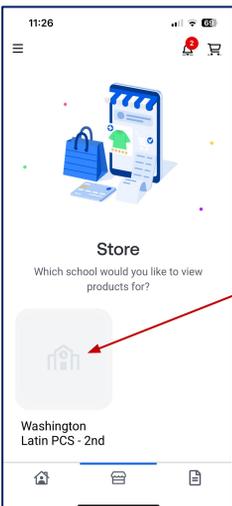
On the next screen, click the **blue button**. This will open Latin's store.

C.

D.

Click the gray button to open the list of fees you can pay.

Select the option you are paying for on the next screen. You can *Add to Cart* or *Pay Now*.



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