



Pay for Student Meals Online Option

Dear Parents / Guardians:

Westhampton Beach UFSD is excited to offer MySchoolBucks®! This online payment service provides a quick and easy way to add money to your student's meal account using a credit/debit card or electronic check. (For a small convenience fee)

You can also view recent purchases, check balances, and set-up low balance alerts for FREE!

MySchoolBucks provides:

- **Convenience** - Available 24/7 on the web or through our mobile app for your smartphone
- **Efficiency** - Make payments for all your students, even if they attend different schools within the district. Eliminate the need for your students to take money to school.
- **Control** - Set low balance alerts, view account activity, recurring/automatic payments & more!
- **Flexibility** - Make payments using credit/debit cards and electronic checks.
- **Security** - MySchoolBucks adheres to the highest security standards, including PCI and CISP.

Enrollment is easy!

1. Go to www.MySchoolBucks.com and register for a free account.
2. Add your students using their school name and student ID.
3. Make a payment to your students' accounts with your credit/debit card or electronic check. *A program fee will apply. You will have the opportunity to review any fees and cancel if you choose, before you are charged.*

If you have any questions, contact MySchoolBucks directly:

- support@myschoolbucks.com
- 1-855-832-5226
- Visit myschoolbucks.com and click on Help

Thank you,

Naim Walcott

Food Service Director



MY SCHOOL BUCKS

HOW DO I GET STARTED?

Getting started is a simple three-step process.

1. Create a user profile by clicking on the **Sign Up Today** button on the home page.
2. Add students to your household - you'll need the child's name, and birth date or student ID (Note: Birth date may or may not be available as an alternative to student ID depending on the school district).
3. Now you're ready to make payments!

HOW DO I KNOW MY INFORMATION IS SECURE?

Transaction information is encrypted and sent from your PC to the MySchoolBucks.com server via a secure gateway. Look for the "https" in the web address and the closed lock in the address bar.

HOW CAN I REQUEST NOTIFICATION VIA EMAIL WHEN MY CHILD'S BALANCE IS LOW?

Click the **Welcome, [Name]** link drop-down at the top of the screen and select **My User Profile** or click **Update Account Settings** from the Home page. Click **Edit** next to the name of the student you would like to receive emails for. Then, check the box to request low balance notifications and fill in the amount. When your child's balance goes below that amount, an email message will be automatically sent to the email address in your user profile.

CAN OTHER PEOPLE MAKE PAYMENTS ON MY CHILD'S ACCOUNT?

Multiple users can have the same child added to their profile and make payments if they know the child's name and either birthdate or student ID. Remember that MySchoolBucks.com is intended to be used by adults who can purchase with a credit card or e-check, and that you are responsible for protecting the confidentiality of your password and should not permit any other person to use your password.

WHAT CREDIT CARDS/METHODS OF PAYMENT ARE ACCEPTED?

MySchoolBucks.com accepts debit, credit, and e-check payments. MySchoolBucks.com accepts Visa, Discover, and Mastercard credit card payments. However, your school district may differ on which types of payments they will accept. Contact your district for more information on payment restrictions.

HOW LONG DOES IT TAKE FOR A PAYMENT TO BE ADDED TO MY CHILD'S ACCOUNT?

Credit card payments are authorized during the order process on MySchoolBucks, and your credit card account is charged immediately. Payments made with a credit card may take up to 24 hours to process and will normally show up in your child's account by the next school day. Payments will show as "pending" on your Meal Accounts page until they post to your student's meal account at their school.

eChecks are typically processed within one business day of payment.

HOW DO I SET UP A FUTURE SCHEDULED OR RECURRING PAYMENT?

Hover your mouse cursor over Meal Accounts and click **Make a Payment**, or click **Make a Payment** from the Home page. Choose the amount to pay for your child and select a payment method. Then, click **No** under "Make this automatic" to change the option to **Yes**. You can set up payments to occur when the account balance falls below a specified amount or on a set schedule. When the payment settings have been entered, click **Place Order** to finish setting up the recurring payment.