



How to Make Donation Using My School Bucks (MSB)

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 PowerSchool account. Access the MySchoolBucks (MSB) store. Choose *Make ECA Tax Credit Donation* 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
5. At the MSB school store
 - 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 for them to receive the ECA donation
 - F. choose one of the four activity types for this donation
 - G. in last box list which specific trip, sport or fee the donation is for
 - H. IF this is just a general donation to be added to the scholar’s credit on their account, type in “general donation”.
 - I. Click the *Purchase* button on the lower right-hand corner of the screen.
 - J. From the cart complete payment information and purchase.

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.

How to Pay with Account Credit

If you wish for the payment on an invoice to be an account credit,
DO NOT PAY THE INVOICE!

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

Send an email to the campus registrar and include the following information:

PAY FEE WITH ACCOUNT CREDIT:

Last Name

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:

Last Name

First Name

Amount to Transfer

TRANSFER TO:

Last Name

First Name

Fee to be paid with transfer

Once the registrar receives the email, payment will be applied the invoice.

How to Pay My School Bucks (MSB) Invoices

MySchoolBucks Parent Support

855.832.5226

parentsupport@myschoolbucks.com

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 MySchoolBucks (MSB) account.
2. Select “Invoices”
3. Select “Buy Now” or “Add to Basket”
4. Enter payment information
5. 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