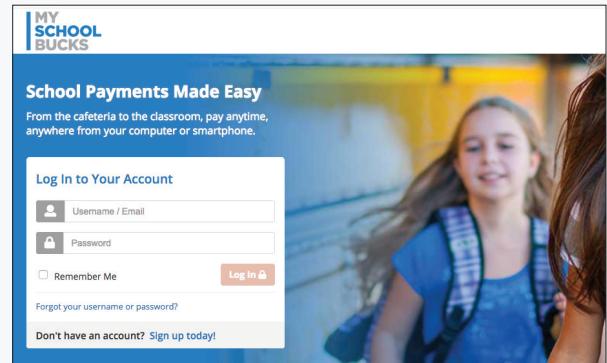


Paying for student fees with MySchoolBucks

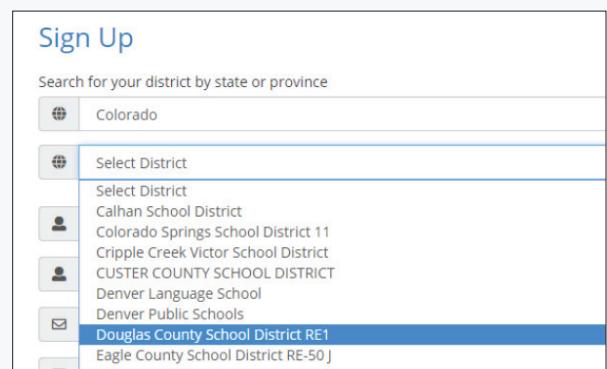
1 Current users can log in (skip to step 6).

If you are a new user select **Sign Up Today** and complete the following instructions.



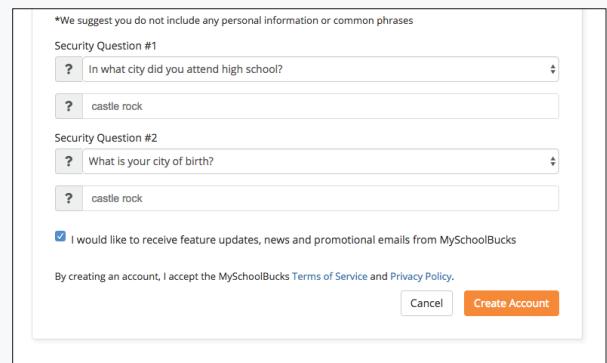
The image shows the MySchoolBucks login page. At the top, it says "MY SCHOOL BUCKS" and "School Payments Made Easy". Below that is a sub-headline: "From the cafeteria to the classroom, pay anytime, anywhere from your computer or smartphone." The main area is a "Log In to Your Account" form with fields for "Username / Email" and "Password", a "Remember Me" checkbox, and a "Log In" button. Below the form are links for "Forgot your username or password?" and "Don't have an account? Sign up today!".

2 When creating an account, you will be asked to add your district. Select **Douglas County School District RE1** from the drop down menu.



The image shows a "Sign Up" page with a search bar for districts. The search results for "Colorado" are listed, with "Select District" at the top. Below it is a list of districts, with "Douglas County School District RE1" highlighted in blue.

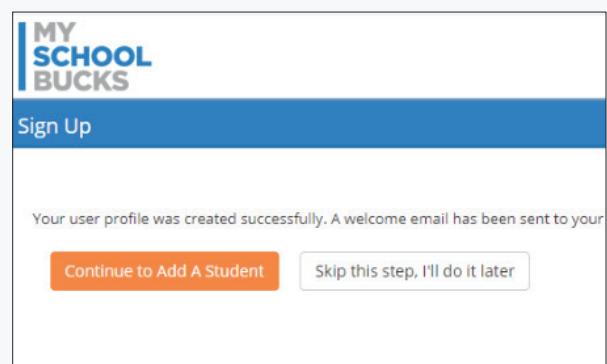
3 Complete the sign up form and select **Create Account**.



The image shows the "Create Account" form. It includes fields for security questions, a checkbox for receiving updates, and a "Create Account" button. A note at the top says: "*We suggest you do not include any personal information or common phrases".

4 Once your account is created, you will be automatically logged in.

Next, you will be required to add your students. Select **Continue to Add A Student**.



The image shows a "Sign Up" confirmation page. It says "Your user profile was created successfully. A welcome email has been sent to your". There are two buttons at the bottom: "Continue to Add A Student" and "Skip this step, I'll do it later".

Paying for student fees with MySchoolBucks

5 Add each of your students by entering the *School, Student Name, Birthdate or Student ID*.

Once all your students are added, click **View Invoices**.

6 Select your fees by choosing **Add to Basket** for each fee due. This will add each fee to your cart for checkout.

Add Student

To add a student to your account please enter their name and identifying information.

Douglas County School District RE1

- Select School -

Note: If your child attends school in a different school district please use the district selector at the top of the page to switch.

First Name

Last Name

One of the following is required to validate your student

Birthdate (mm/dd/yyyy)

- or -

HOME > SCHOOL INVOICES

If you are seeing this in error, please contact your school for further assistance. To view partial PAYMENT OPTIONS* for the item listed.

Skip For Now Add All Invoices To Basket

Add To Basket

| Description | Student Name | Amount |
|-------------|-----------------------|-----------------|
| | Parkhurst, Jamie | \$115.00 |
| | Invoice Amount | \$115.00 |

Invoice Amount \$115.00
Total Payments \$0.00
Remaining Amount \$115.00

Add To Basket

| Description | Student Name | Amount |
|-------------|-------------------------|-----------------|
| | Parkhurst, Mark | \$115.00 |
| | Invoice Amount | \$115.00 |
| | Total Payments | \$0.00 |
| | Remaining Amount | \$115.00 |

Skip For Now View Cart / Checkout

7 Once you've added all fees to your basket, select **View Cart/Checkout**.

8 Existing users can use a stored payment method.

New users will be required to add a payment method to your account.

Choose a payment method:



Visa

Only U.S. issued credit cards are accepted

4111111111111111

January
2019

Paula Parent

123 Rochester St
Address Line 2 (Optional)

Castle Rock

Colorado

80104

Make this my primary billing account

Paying for student fees with MySchoolBucks

9

Select **Place Order** to check out. You will receive an email confirmation of your payment.

| STUDENT | AMOUNT |
|---------------|----------|
| Parlato, Gary | \$400.00 |
| | |
| Subtotal | \$400.00 |
| Sales Tax | \$0.00 |
| Program Fee | \$15.80 |
| Total | \$415.80 |

By clicking this button, you agree to our [Terms of Service](#)