JEFFERSON CITY SCHOOL DISTRICT
NUTRITION SERVICES
ONLINE PAYMENT INSTRUCTIONS

Obtaining Your Students ID Number

- If you do not have your students ID Number from previous correspondence you may get it from your child's school cashier or you may call Ashley Eblen at 659-3123.   There is also a request ID button on the website.

Registering for MySchoolBucks.com

- You will first need your child's student **ID NUMBER.**
- ENTER **WWW.MYSCHOOLBUCKS.COM**
- Click **Register for a Free Account** and enter the required information**.**
- Click **Register** to complete the initial registration process
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Add Students to Your Family Account

- When you log in you will be taken to the homepage. Enter login information.
- Click **Look Up Your Students**
- Enter the required information**.**
- Click **Add Student**
- Click **Add Another Student** to repeat the process for additional children.
- NOTE: Your child's transaction history report will not display information during the initial account set up process.

How to Make a Deposit

- Click **Make a Payment** located under **Payment Center** on the left.
- Enter an amount
  - If you have more than one child, enter the amount you wish to deposit into the column next to each child's name. DO NOT deposit money for your entire family into ONE child's account.
- Click **Add to Basket**
- Click **Check Out Now**.
  - If you are using a credit card, enter the required information.
  - Payments made with a credit card **usually** appear on a student account the same day but **may take up to 24 hours.**
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To request low balance notifications:

In the left navigation panel, click the 'Email Preferences' link, 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.

Parent support:855-832-5226 or email: support@myschoolbucks.com

myschoolbucks.com

View Current Balances
Receive low balance email alerts
Add money to your student accounts
Set It & Forget It… automatic payments
Register for your FREE account today!

A service of Heartland Payment Systems, Inc. A service fee is charged only when a payment is made.