



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.

York Central School is excited to provide parents a convenient and secure online payment service called **mySchoolBucks**. This website allows you to deposit money directly into your child's school meal account and view balance/purchase information for the past ninety days. By having money in each child's account prior to entering the cafeteria, we find that the lunch lines will move along much faster, which gives your child more time to eat and be with friends.

If you choose not to take advantage of the online payment service you may continue to make advance payments via check, which should be made payable to York Central School. Please remember to write your **child's full name** on the check.

The mySchoolBucks Online Payment Service will be available starting August 18, 2014.

To access this service:

1. Go to the district web site at <http://www.yorkcsd.org>
2. Click the **Community** drop down.
3. Click the **mySchoolBucks** link.
4. From this website you can create your account and add money to your child's school meal account. All you need is your child's name, school, and student ID number. The instructions listed on the back of this page will guide you through the process.

Things to know:

- If you have more than one child in the District you can handle all online prepayments from the same online account.
- Payments may be made with a Visa, MasterCard, and Discover credit or debit card. You may also make a payment using an e-check.
- In order to use the online prepayment service, a small convenience fee for each transaction will be assessed to cover the bank fees. The convenience fee is \$1.95 per deposit transaction. Parents placing money into multiple meal accounts will only be assessed the \$1.95 fee once per deposit transaction. York Central School will not profit from the use of this site. **Please Note:** You may fund up to \$120 per child, but a family may pay for all of their children on a single transaction.

We are very excited to offer this new service and are confident that **mySchoolBucks** will benefit you, your child and our District. If you choose not to take advantage of the online payment service you may continue to make advance payments via check, which should be made payable to York Central School. Please remember to write your **child's full name** on the check.

If you have any questions about this new service, please feel free to contact my office at 585-243-1730 x-2549.

Thank You,

Food Service Director

Registering for a FREE mySchoolBucks Account:

- You will first need your child's student ID number; you may get this number by contacting your child's school or contacting my office.
- Go to the district website at <http://www.yorkcsd.org>, then click on the Community drop down, click on the link to **mySchoolBucks** OR go directly to www.myschoolbucks.com.
- Click **REGISTER FOR A FREE ACCOUNT** and enter the required information.
- Click **FINISH** to complete the initial registration process.

Adding Students to Your Account:

- Once you are logged into your new account, click **MY HOUSEHOLD** from the left-side navigation bar.
- Click **LOOK UP YOUR STUDENTS**.
- Select your child's school from the drop-down box.
- Enter your child's first name.
- Enter your child's last name.
- Enter your child's student ID number.
- Click **FIND STUDENT**.
- Click **ADD STUDENT**.
- Click **FINISH** or click **ADD ANOTHER STUDENT** to repeat the process for additional children.

Making a Deposit:

- From the My Household page, click **MAKE A PAYMENT**.
- Enter the deposit amount for each student account, then click **ADD TO BASKET**.
- Review the amount(s) you have entered and click **CHECK OUT NOW**. If you need to adjust an amount click **CONTINUE SHOPPING**.
- Enter your payment information and click **CONTINUE**.
- If paying with a credit or debit card, enter the three or four digit Verification Code that appears on your card, then click **CONTINUE**.
- Review your order and make sure all deposits are correct, then click **PLACE ORDER**.
- Click **PRINT ORDER** to generate a receipt of your transaction in a new window. We recommend that you keep a copy for records.
- Click **FINISH** to complete the transaction.

MYSCHOOLBUCKS ONLINE PAYMENT SERVICE OPT-OUT FORM

My child / children are NOT to be enrolled on mySchoolBucks.com.

Parent Name: _____

Address: _____

Phone: _____

E-mail address: _____

Student ID	First Name	MI	Last Name	School	Grade
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____