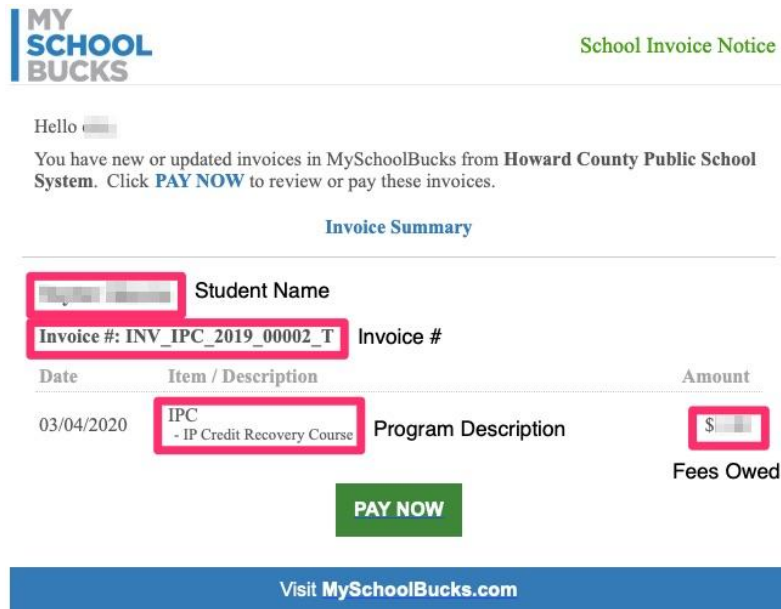


Summer Programs Payment Instructions

Payments will only be accepted for students who have been **enrolled in a course or program** (not on a waitlist). Once enrolled, you will receive an invoice from MySchoolBucks outlining the program/course fees for each student (NOTE: if you did not receive an email, search do-not-reply@myschoolbucks.com in the spam folder).



MY SCHOOL BUCKS School Invoice Notice

Hello [redacted]

You have new or updated invoices in MySchoolBucks from **Howard County Public School System**. Click **PAY NOW** to review or pay these invoices.

Invoice Summary

[redacted]	Student Name		
Invoice #: INV_IPC_2019_00002_T	Invoice #		
Date	Item / Description	Program Description	Amount
03/04/2020	IPC - IP Credit Recovery Course		\$ [redacted]
			Fees Owed

PAY NOW

Visit MySchoolBucks.com

You **DO NOT** have to make payment through MySchoolBucks - there are two methods of payment for program/course fees: by mail or online. If you have any questions, please contact the Summer Programs administrator for the summer program in which the student is enrolled.

<p>By Mail: (Check or Money Order)</p> <p>Complete a separate Registration Payment Form and check or money order payable to HCPSS (not the student's home school) for each student and mail them to the following address:</p> <p>HCPSS Summer Programs 10910 Clarksville Pike Ellicott City, MD 21042</p>	<p>Online: (Credit Card or eCheck) NOTE: There is a 4% service fee for online payments</p> <p>Follow the directions for MySchoolBucks (MSB) below. Before starting please make sure you have your credit/debit card information or your routing and checking account number to use the eCheck option.</p>
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Online Payment Instructions:

1. Go to <https://www.myschoolbucks.com/> and select the **Sign Up Free or Log In** icon from the blue box.

School Payments Made Easy

From the cafeteria to the classroom, pay anytime, anywhere from your computer or mobile phone.

[Sign Up Free](#)

[Log In](#)

2. Log in to your existing account or sign up for a new account. (This is the same site you can use to add money to your student's lunch account.)

Log In to Your Existing Account

The screenshot shows the 'Log In to Your Account' form. It has two input fields: 'your email' and a password field with dots. Below the password field is a 'Remember Me' checkbox and a 'Log In' button. At the bottom, there are links for 'Forgot your username or password?' and 'Don't have an account? Sign up today!'.

Sign Up for a New Account

Sign Up

Search for your district by state or province

Maryland

Howard County Public School System

First Name

Last Name

Mobile Phone Number

Enter your mobile phone number and check the Allow MySchoolBucks to send me text alerts at my request box to receive important account information (e.g. password reset) via text message.

(##) ###-####

3. For new accounts, select your payment method (eCheck or Credit Card).

The screenshot shows the 'Choose a payment method:' section. It has two main options: 'e-Check' with a check icon and 'Credit Card' with icons for VISA, American Express, and DISCOVER.

4. Locate the invoice from your email. You may also select the School Store menu and select **School Invoices**.

The screenshot shows the 'School Store' dropdown menu. The menu items are: 'Featured Items', 'Browse All Items', 'My Order History', 'Scheduled Payments', 'School Invoices' (which is highlighted in blue), and 'View Cart / Checkout'.

5. You can also view invoices and make online payments through the MySchoolBucks mobile app.