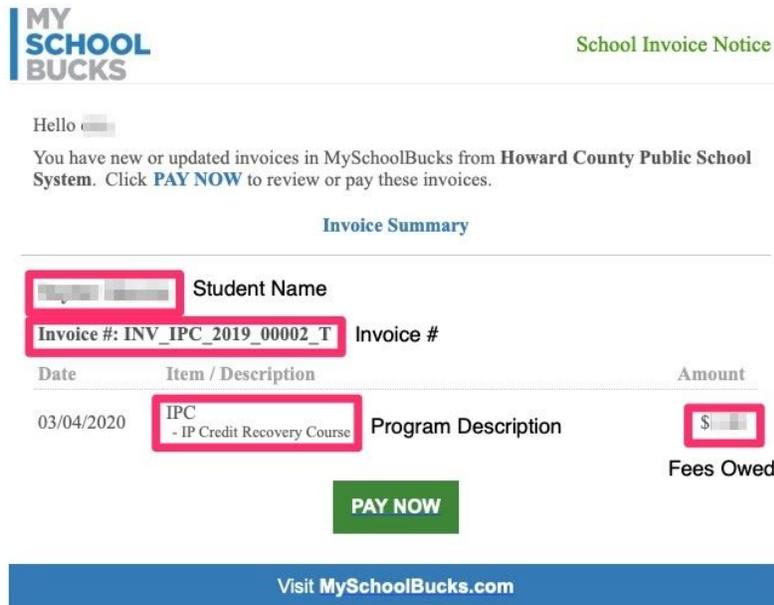


Summer Programs Payment Instructions

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.



The screenshot shows a 'School Invoice Notice' from MySchoolBucks. It includes a 'Hello' greeting, a message about new or updated invoices, and an 'Invoice Summary' section. The summary lists a student name, invoice number (INV_IPC_2019_00002_T), date (03/04/2020), item description (IPC - IP Credit Recovery Course), and amount. A 'PAY NOW' button is visible below the summary, along with a link to visit MySchoolBucks.com.

You **DO NOT** have to make payment through MySchoolBucks - there are three methods of payment for program/course fees: on-site, 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>On-Site: (Check or Money Order)</p> <p>In-person payments can be made during HCPSS On-Site Enrollment</p> <ul style="list-style-type: none"> ● April 1 (Homewood) 6-8 p.m. ● May 1 (Homewood) 6-8 p.m. ● June 1 (ARL) 6-8 p.m. ● June 6 (Homewood) 9-11 a.m. ● June 13 (Homewood) 9-11 a.m. <p>By appointment during HCPSS business hours. We cannot accommodate WALK-IN appointments.</p>	<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>
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Online:

(Credit Card or eCheck)

NOTE: There is a 4% service fee for online payments

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.

Online Payment Instructions:

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



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

A white form titled "Log In to Your Account". It has two input fields: "your email" and a password field with a lock icon. Below the password field is a checkbox labeled "Remember Me" and a blue "Log In" button with a lock icon. At the bottom, there is a link "Forgot your username or password?" and another link "Don't have an account? Sign up today!".

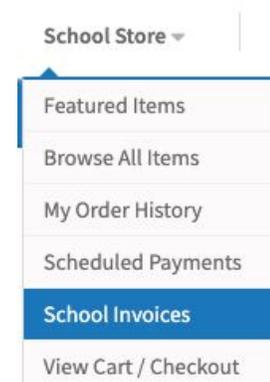
Sign Up for a New Account

A white form titled "Sign Up". It starts with a search bar "Search for your district by state or province" with a dropdown menu showing "Maryland" and "Howard County Public School System". Below that are input fields for "First Name" and "Last Name". There is a section for "Mobile Phone Number" with a note: "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." and a phone number input field with a mask "(###) ###-####".

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



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



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