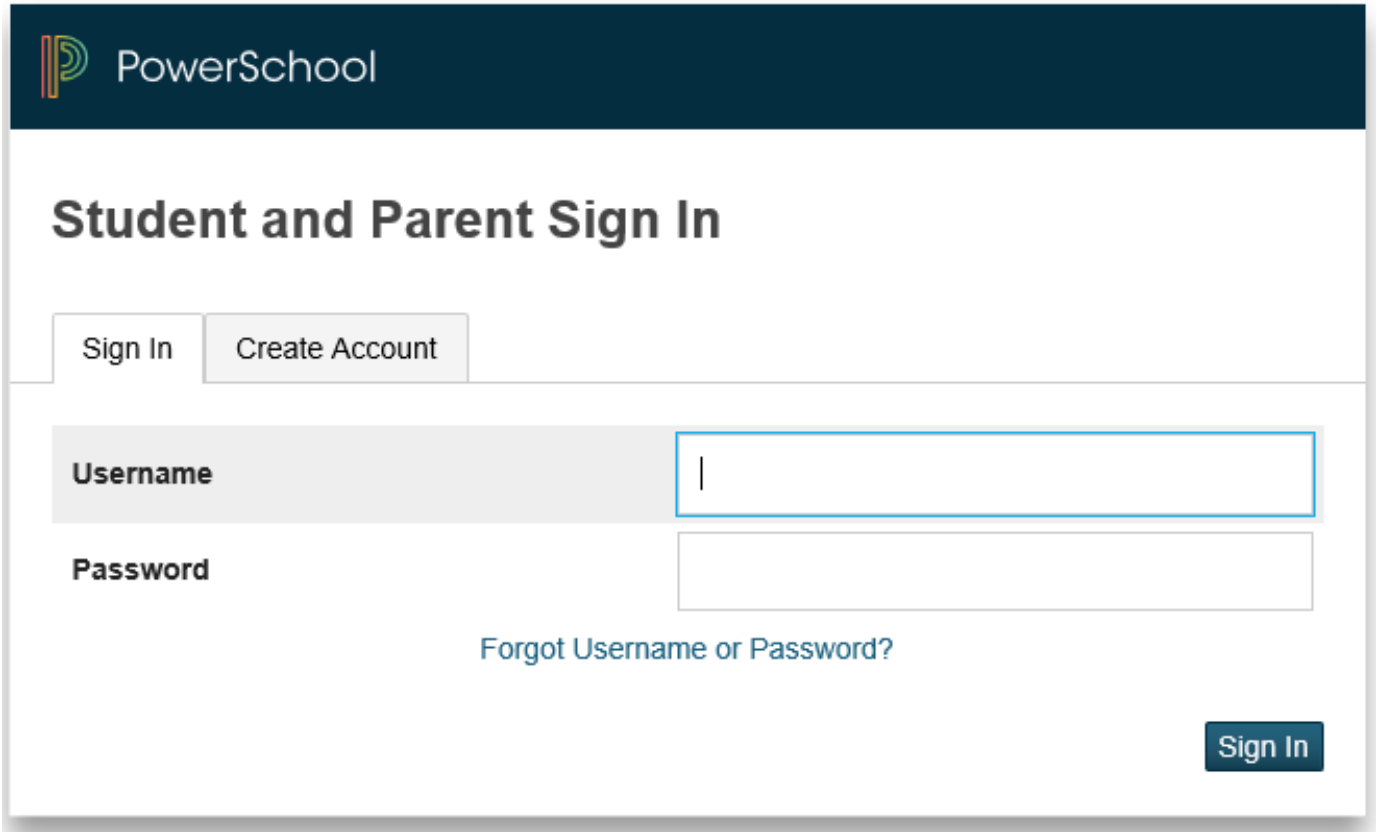
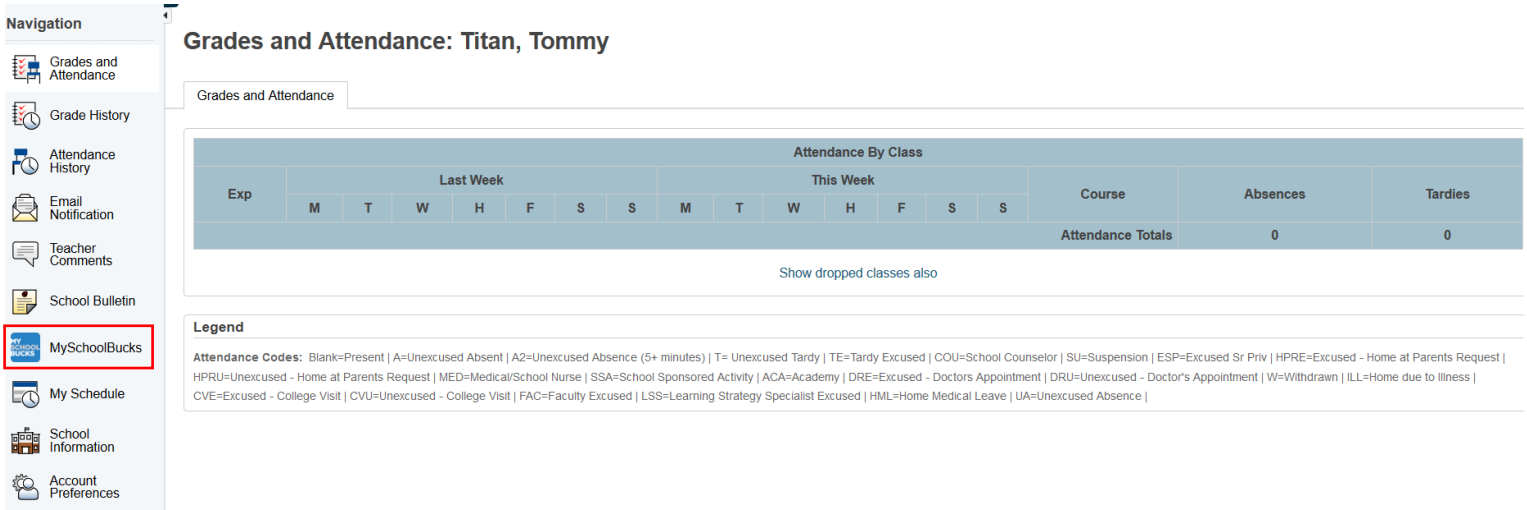
**IMSA parents must login via the IMSA PowerSchool system**, as follows:

1. Login to PowerSchool, then



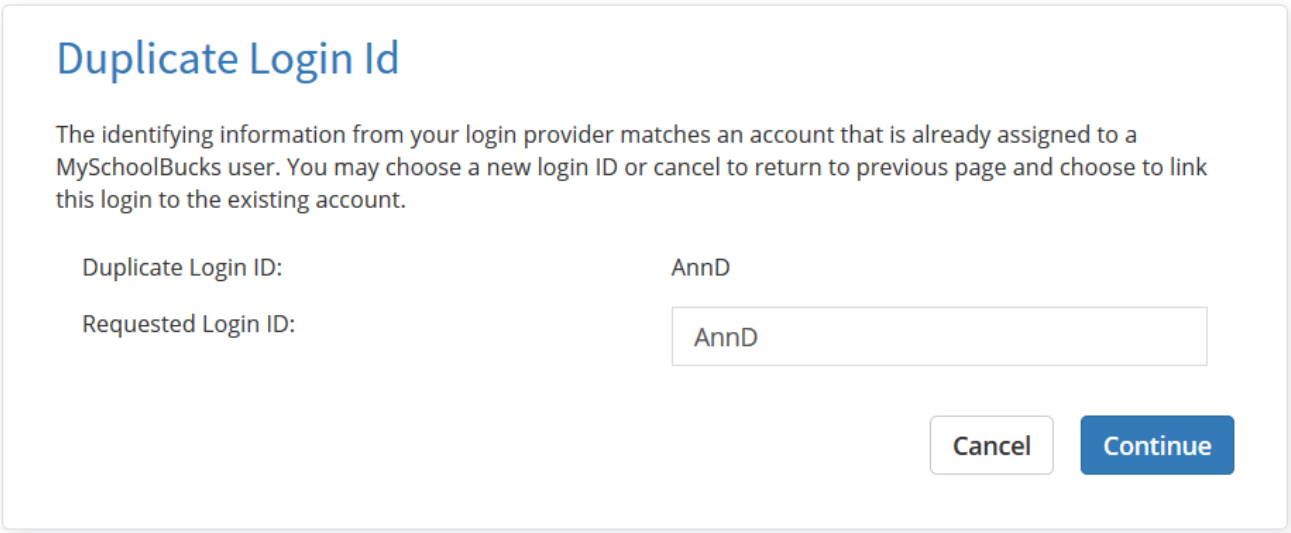

2. Select the MySchoolBucks link/button in Power School



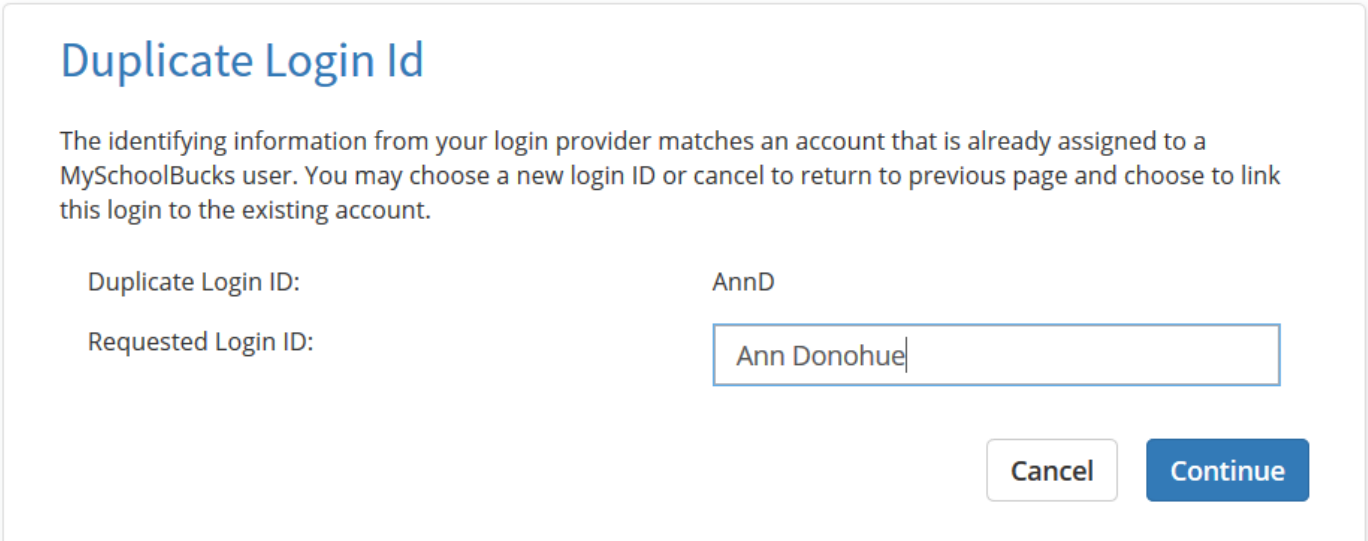
3. Create a new MySchoolBucks Account by selecting “New MySchoolBucks User” or log in to an existing account.

4. **Parents How to Add “New School Bucks User”**, for families that don’t already have an account set up.

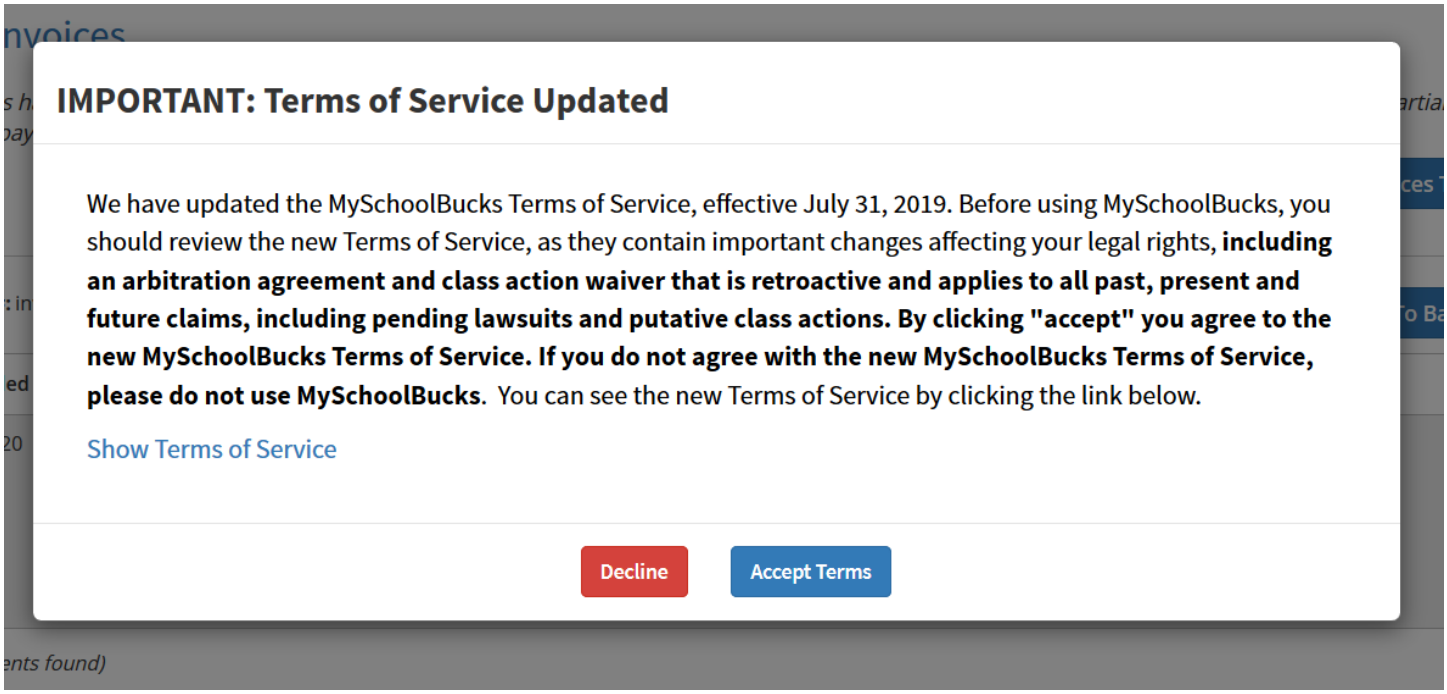
   For new users, (Example shown below)
   If it is not you, then choose another Login ID.




Select continue



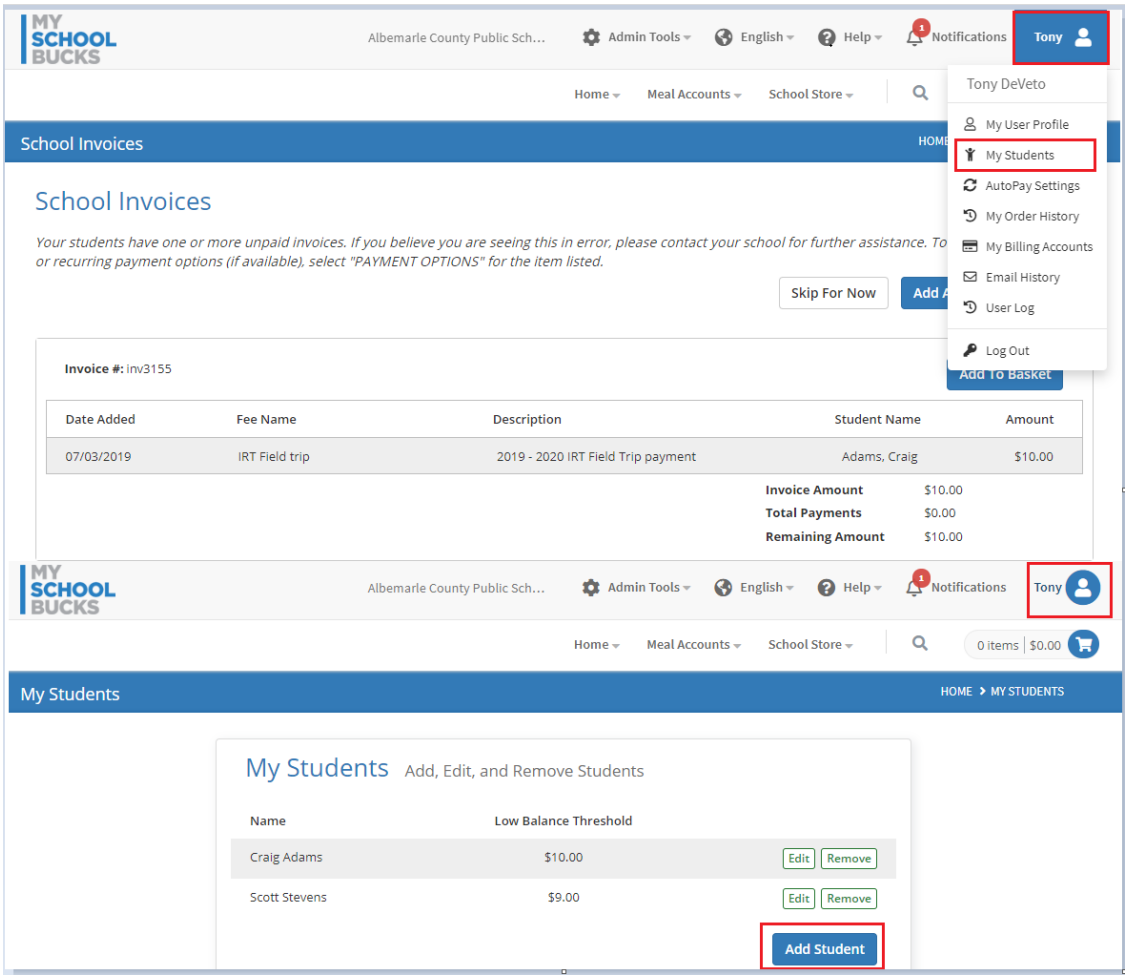
Select Accept Terms



5. **Parents- How to Add students to their IMSA/MySchoolBucks account**”, for families that already have a MySchoolBucks account set up.

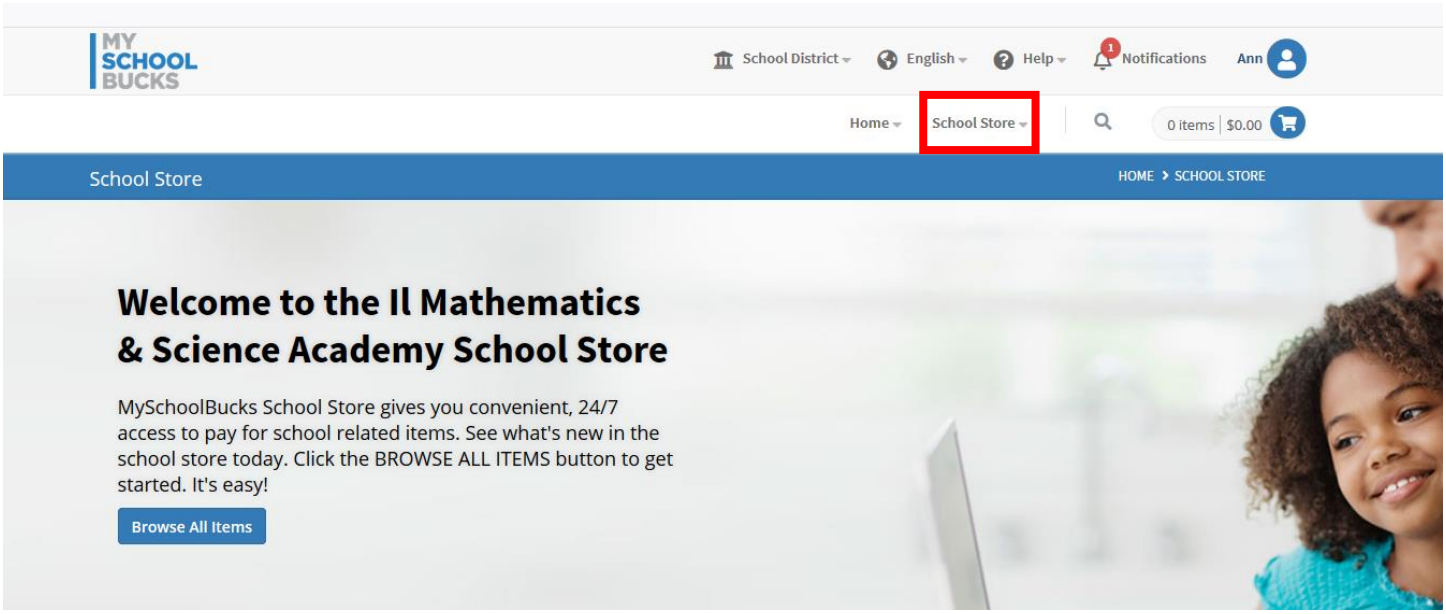
For existing users, (Example shown below)
Click their name in the upper right-hand corner
Click "My Students"
Click Add Students

6. Enter their information and add.



## 6. Finding and Paying IMSA Fees in My School Bucks

**STEP 1:** Find “School Store”, near the top of the page.




Select “School Invoices” from the drop down

Selecting invoices to pay

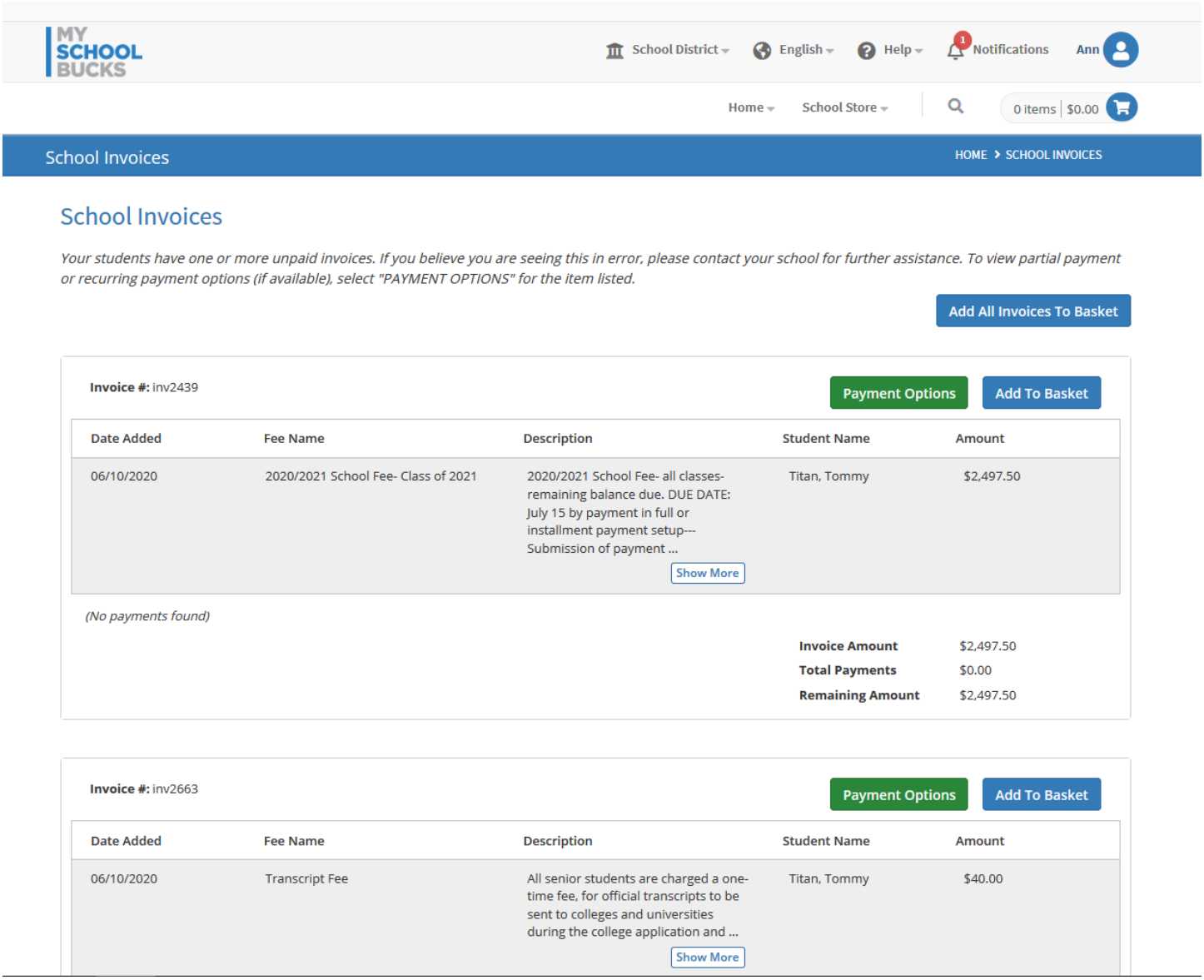
**STEP 2:** Select the "Payment Options" button before adding fee to basket.

**2a)** Select "Pay remaining amount if you want to pay the balance in full.

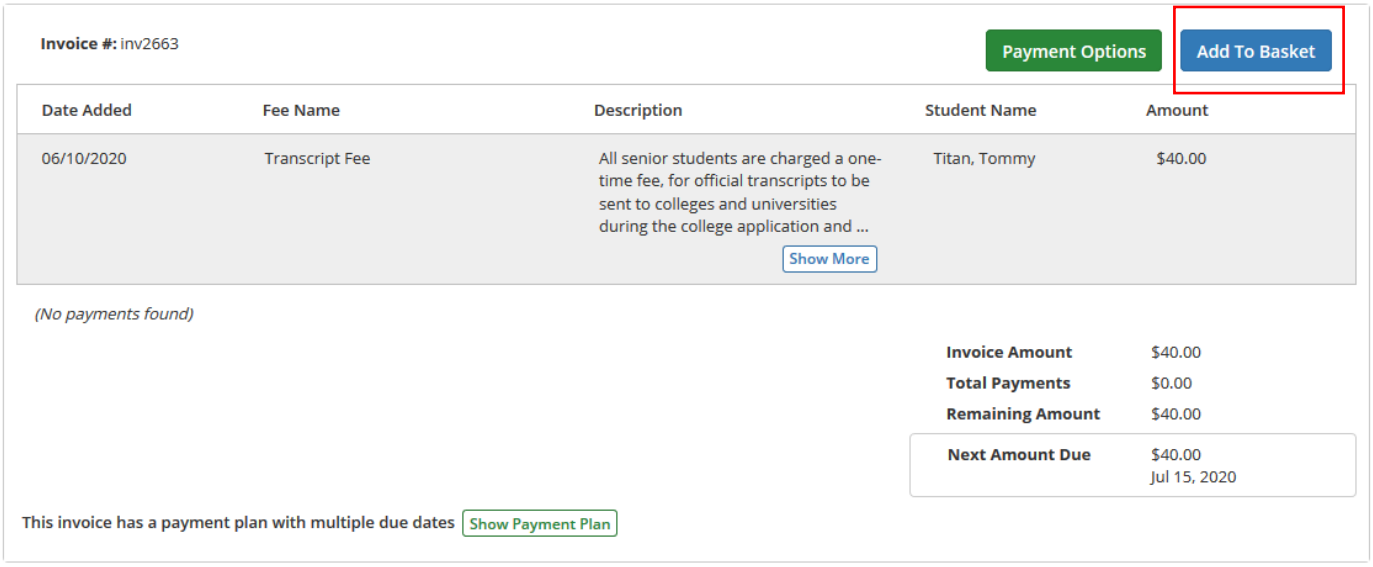
**2b)** Select "Set up Automatic Payments" if you want to select the payment/Installment plan option. (A one-time, non-refundable, $50 Payment plan fee will need to be paid, for accounts that select the Payment/Installment Plan option.)

**2c)** Select "Pay Other Amount" (Partial Payment) if you want to select the payment plan option where you will need to make a monthly payment each time on your own accord.

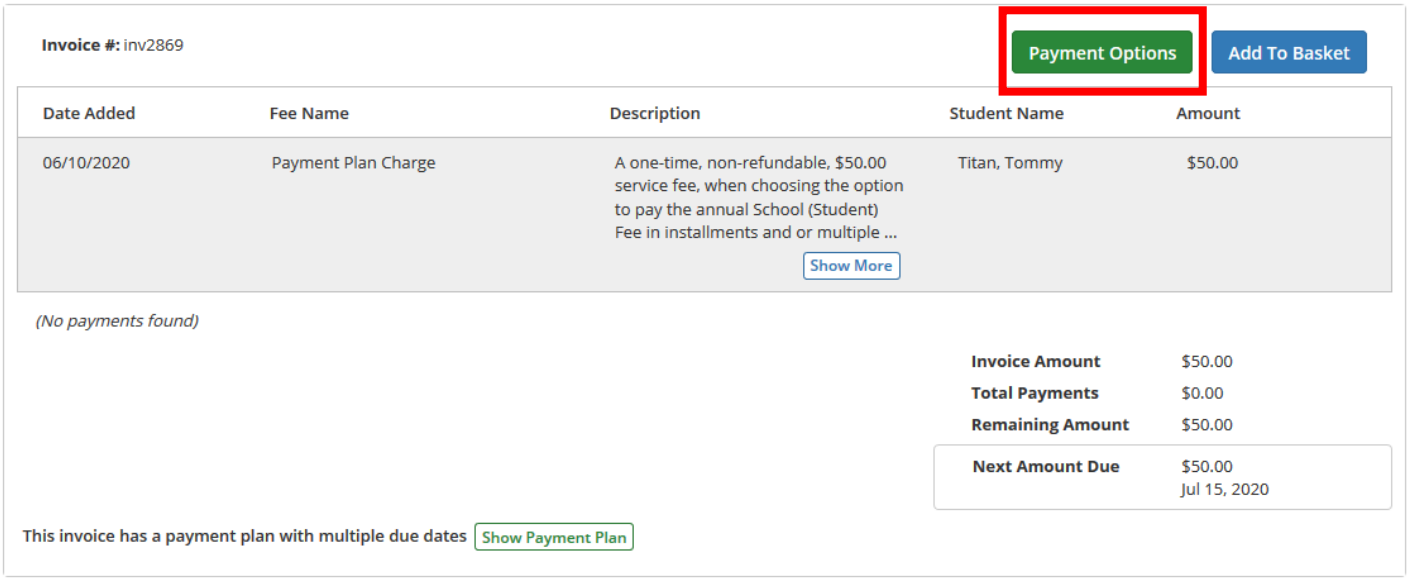
- Each payment will need to be a minimum 1/10 of the full invoiced amount.
- Your initial payment is due on or before July 15, 2020.
- **Nine additional monthly payments will need to be made on first day of each month, beginning September 1, 2020, through May 1, 2021 or until the balance is zero.**
- (A one-time, non-refundable, $50 Payment plan fee will need to be paid, for accounts that select the partial Payment Plan option.)



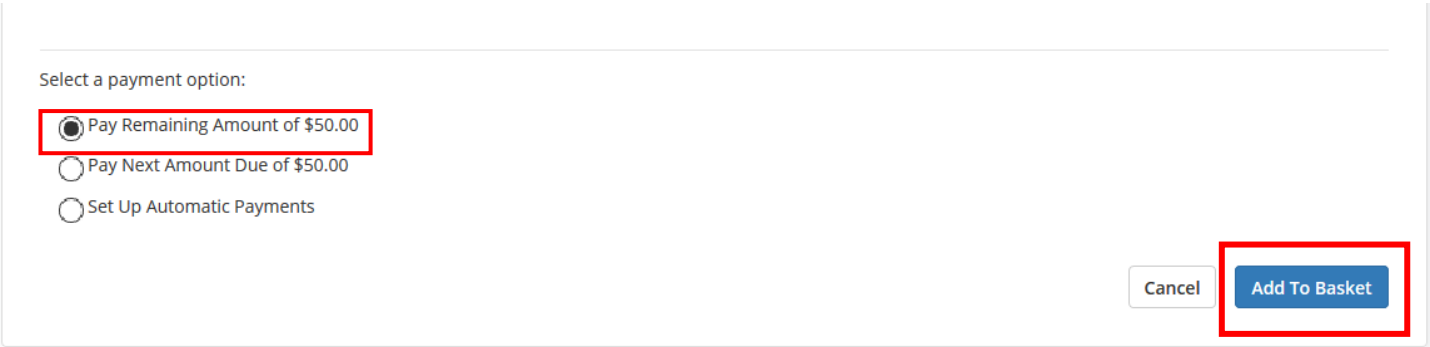
**2a**. Example continue: Select "Pay remaining amount if you want to pay the balance in full. Selected Add to basket button to pay in full.




2a. continued Selected Payment options button for second item (Example)

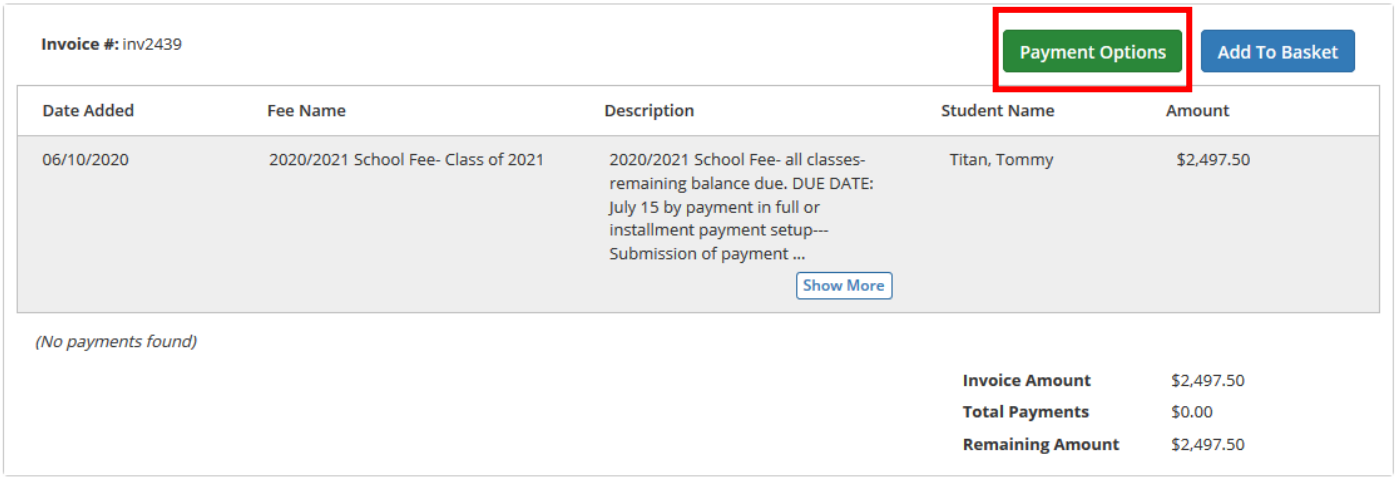



Selected “Pay Remaining Amount of $50.00
Selected “Add to Basket” button



**2b)** Example continued: Select "Set up Automatic Payments" if you want to select the payment/Installment plan option.
(A one-time, non-refundable, $50 Payment plan fee will need to be paid, for accounts that select the Payment/Installment Plan options.)

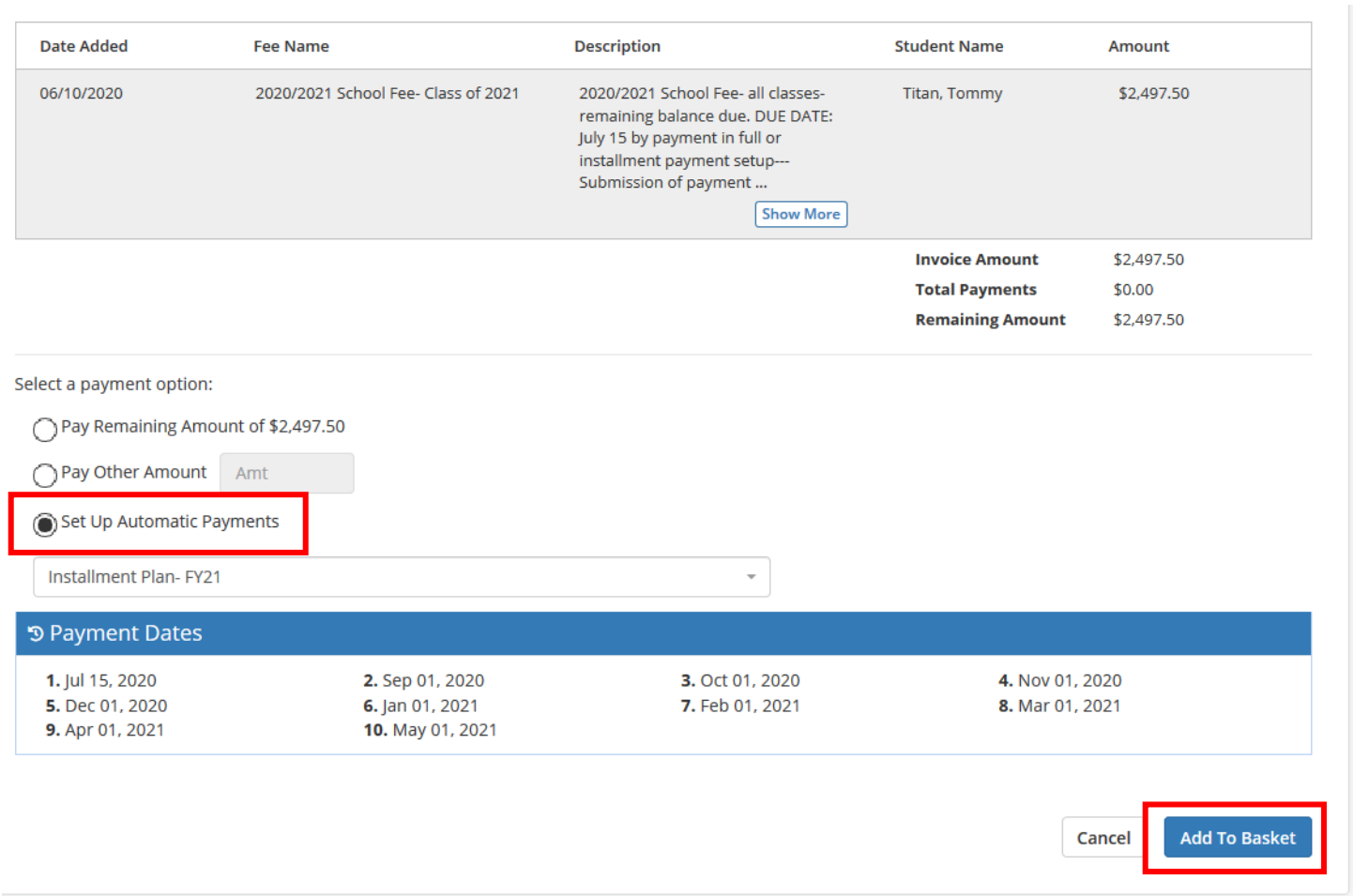
Select “Payment Options” button




2b continued:

Select “Set up Automatic Payments” option

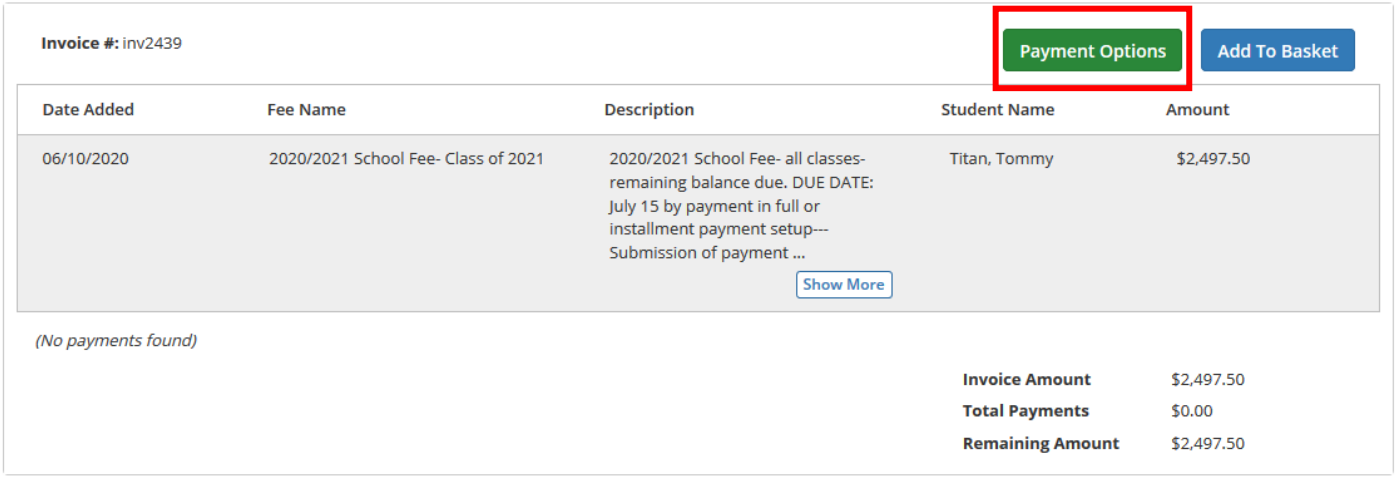
Select “Add to Basket”



**2c)** Example continued: Select "Pay Other Amount" (Partial Payment) if you want to select the payment plan option where you will need to make a monthly payment each time on your own accord.

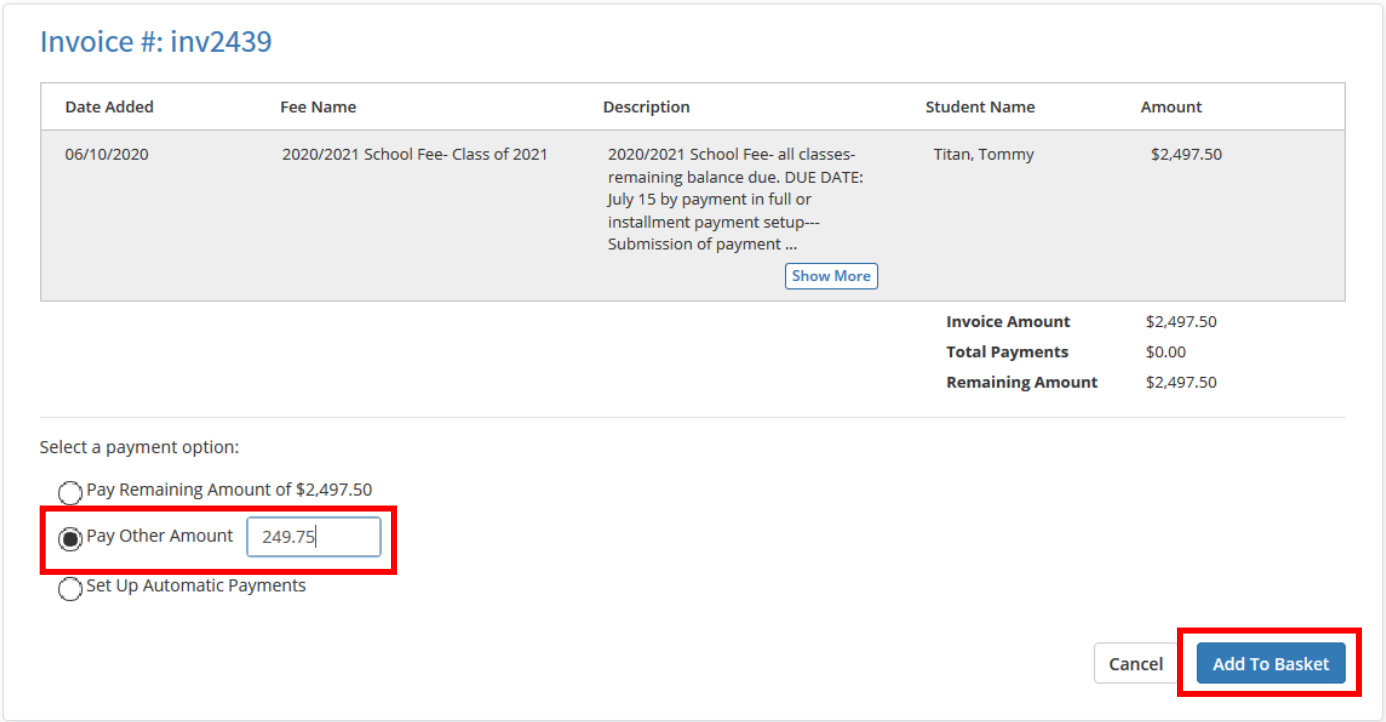
- Each payment will need to be a minimum 1/10 of the full invoiced amount.
- Your initial payment is due on or before July 15, 2020.
- **Nine additional monthly payments will need to be made on first day of each month, beginning September 1, 2020, through May 1, 2021 or until the balance is zero.**
- (A one-time, non-refundable, $50 Payment plan fee will need to be paid, for accounts that select the partial Payment Plan option.)

Select "Payment Options" button



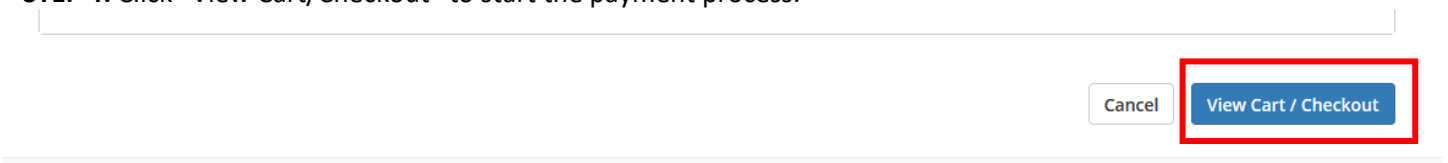

Select "Pay other Amount" button

- Each payment will need to be a minimum 1/10 of the full invoiced amount.
  You will be responsible for manually paying each payment on or before its due date.

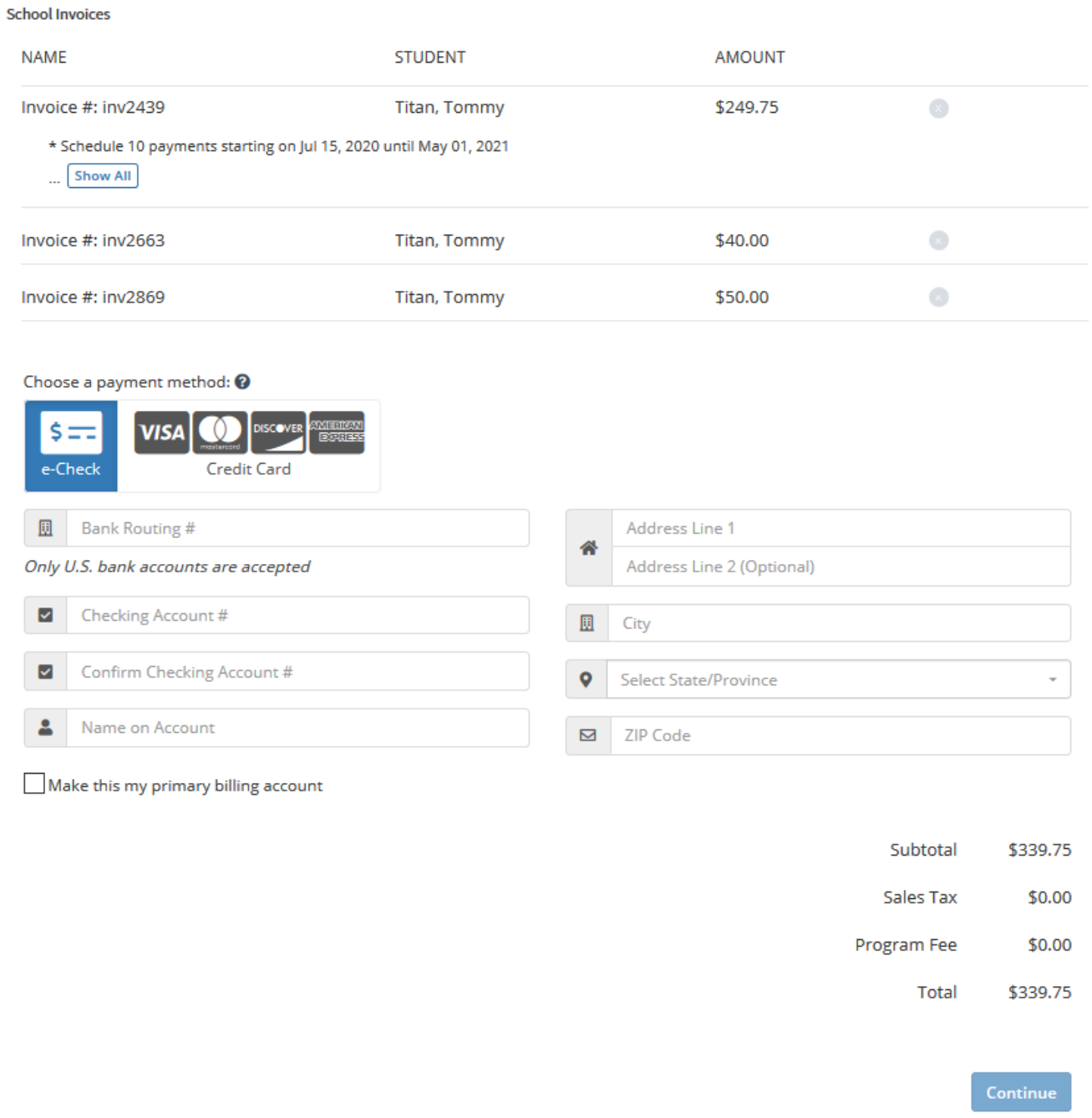


**STEP 3:** Select “Add to Basket” the invoices you want to pay.

**STEP 4:** Click “View Cart/Checkout” to start the payment process.




**STEP 5:** Fill in payment information, and click “Continue” button to complete payment process.




**Additional Support information**:
MySchoolBucks Parent Support: 855.832.5226 or parentsupport@myschoolbucks.com