MySchoolBucks

IMSA uses MySchoolBucks to allow parents to make payments online.

Parents have two choices for setting up to use MySchoolBucks.

1. Create a PowerSchool parent account, then connect from there to MySchoolBucks and let it automatically create an account.

2. Create an account at MySchoolBucks first, then create a PowerSchool parent account and link it to that existing MySchoolBucks account.

We recommend the first choice and that is what we will describe here.

Making the first connection to MySchoolBucks

You first need to create a parent account with our IMSA PowerSchool system. Then login to your parent account.
Once logged in, on the left side of the page you will see a MySchoolBucks link. Click that.

A “MySchoolBucks | Invoice Payments” page will appear, still in our IMSA PowerSchool parent portal. The first time you visit this page you will need to take steps to connect to MySchoolBucks. In the blue banner that says “Make invoice payments right from PowerSchool”, click the Get Started button.
A window will pop up asking you to choose between “Skip account linking” and “Link existing account”. We recommend that you click on Skip account linking which actually means that MySchoolBucks will automatically link your PowerSchool parent account to a new login account at MySchoolBucks.

Then you should see the “MySchoolBucks | Invoice Payments” page again but without the banner and “Get Started” button.

If you have active invoices displayed, you can click the Pay Now button to go to the MySchoolBucks site and arrange payment.

At any time you can click the Go To MSB button to visit the MySchoolBucks site and view and pay any invoices there.
The first time you visit the actual MySchoolBucks site you may be asked to provide some additional information. You may provide information there or not as you choose, but some fields are required before you can submit the page (via the Update Profile button) and continue on. You can change that same information later on using the profile pages at the MySchoolBucks site.

Make Your MySchoolBucks Account More Secure

We've recently added features to improve your MySchoolBucks experience and make it even more secure. Please take a minute to complete your User Profile.

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.

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

Allow MySchoolBucks to send me text alerts at my request.*

*Message and data rates may apply. Msg freq varies. Text HELP to 58864 for help. Text STOP to 58864 to cancel.

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Security Question #1

? In what city did you attend high school?

? Answer #1

Security Question #2

? What are the last 4 digits of your social security number?

? Answer #2

Complete your MySchoolBucks profile

Email Address

Email Preferences

I would like to receive feature updates, news and promotional emails from MySchoolBucks

I would like to receive payment confirmation emails from MySchoolBucks

Update Profile
Once you are on the MySchoolBucks site you can see your student’s name, their account balance, and details about any invoices. Then you can make payments against any open invoices.

**Additional ways of Finding and Paying IMSA Fees in My School Bucks**

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

![MySchoolBucks School Store](image)

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 manual payment plan option where you will need to make manual payment each time on your own accord.
   - (A one-time, non-refundable, $50 Payment plan fee will need to be paid, for accounts that select the partial Payment Plan option.)
   - All initial payments are due on or before August 1, 2023

In-state-Student manual payment instructions.
- For in-state-students, each payment will need to be a minimum 1/10 of the full invoiced amount.
- In-state-students will have nine additional monthly payments which will need to be paid on first day of each month, beginning September 1, 2023, through May 1, 2024 or until the balance is zero.

Out-of-state-Student manual payment instructions.
- For Out-of-state-students, each payment will need to be a minimum 1/4 of the full invoiced amount.
- Out-of-state-students will have three additional payments which will need to be paid on October 1, 2023, January 1, 2024, and March 1, 2024 or until the balance is zero.
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 manual payment plan option where you will need to make manual payment each time on your own accord.

- (A one-time, non-refundable, $50 Payment plan fee will need to be paid, for accounts that select the partial Payment Plan option.)
- All initial payments are due on or before August 1, 2023

**In-state-Student manual payment instructions.**
- For in-state-students, each payment will need to be a minimum 1/10 of the full invoiced amount.
- In-state-students will have nine additional monthly payments which will need to be paid on first day of each month, beginning September 1, 2023, through May 1, 2024 or until the balance is zero.

**Out-of-state-Student manual payment instructions.**
- For Out-of-state-students, each payment will need to be a minimum 1/4 of the full invoiced amount.
- Out-of-state-students will have three additional payments which will need to be paid on October 1, 2023, January 1, 2024, and March 1, 2024 or until the balance is zero.

Select “Payment Options” button

Select “Pay other Amount” button
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.

| SCHOOL INVOICES |
|-----------------|----------------|----------------|
| NAME            | STUDENT        | AMOUNT         |
| Invoice #: inv2439 | Titan, Tommy   | $249.75        |
|                 |                | Schedule 10 payments starting on Jul 15, 2020 until May 01, 2021 |
| Invoice #: inv2863 | Titan, Tommy   | $40.00         |
| Invoice #: inv2869 | Titan, Tommy   | $50.00         |

Choose a payment method:

- e-Check
- VISA
- Discover
- MasterCard

Only U.S. bank accounts are accepted

- Bank Routing #
- Checking Account #
- Confirm Checking Account #
- Name on Account

Address Line 1
Address Line 2 (Optional)
City
Select State/Province
ZIP Code

Subtotal $339.75
Sales Tax $0.00
Program Fee $0.00
Total $339.75

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