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.
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.

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, 2024

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, 2024, through May 1, 2025 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, 2024, January 1, 2025, and March 1, 2025 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.

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, 2024

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, 2024, through May 1, 2025 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, 2024, January 1, 2025, and March 1, 2025 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.

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**School Invoices**

<table>
<thead>
<tr>
<th>NAME</th>
<th>STUDENT</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice #: inv2439</td>
<td>Titan, Tommy</td>
<td>$249.75</td>
</tr>
</tbody>
</table>

*Schedule 10 payments starting on Jul 15, 2020 until May 01, 2021*

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| Invoice #: inv2663  | Titan, Tommy | $40.00 |
| Invoice #: inv2669  | Titan, Tommy | $50.00 |

**Choose a payment method:**

- [ ] e-Check
- [ ] Visa
- [ ] Discover
- [ ] American Express
- [ ] 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

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**Additional Support information:**

MySchoolBucks Parent Support: 855.832.5226 or parentsupport@myschoolbucks.com