

Dear Parent or Guardian,

Summerfield School District's Food Service Department is excited to provide you with a convenient and secure online payment service called mySchoolBucks. This website allows you to deposit money directly into your child's school meal account and view balance/purchase information for the past ninety days. By having money in each child's account prior to entering the cafeteria, we find that the lunch lines move along much faster, which gives your child more time to eat and be with friends.

This new service is now available.

To access this service:

1. Go to the district web site at www.summerfield.k12.mi.us
2. Click on the Parent portal (very top, to the left of the Quick Links box).
3. Click the mySchoolBucks link.
4. From this website you can create your account and add money to your child's school meal account. All you need is your child's name, school, and student ID number. The instructions listed on the back of this page will guide you through the process.

Things to know:

- If you have more than one child in the District, you can handle all online prepayments from the same online account.
- Payments may be made with a Visa, MasterCard, and Discover credit or debit card. You may also make a payment using an e-check.
- In order to use the online prepayment service, a small convenience fee for each transaction will be assessed to cover the bank fees. The convenience fee is \$1.95 per deposit transaction. Summerfield Schools will not profit from the use of this site.

Please note: You may fund up to \$120 per transaction, but a family may pay for all of their children on a single transaction.

We are very excited to offer this new service and are confident that mySchoolBucks will benefit you, your child and our District. If you choose not to take advantage of the online payment service you may continue to make advance payments via cash or check, which should be made payable to Summerfield Schools. Please remember to write your child's full name on the check. Please see important check writing information in the August AWARE newsletter. The AWARE is available on the school website or contact Melanie Davis at davis@summerfield.k12.mi.us to add your email address to the newsletter distribution list.

If you have any questions about this new service, please feel free to contact Melanie Davis at 734-279-1035 ext. 124.

Megan Menchaca
Food Service Director
The Nutrition Group

Registering for a FREE mySchoolBucks Account:

- You will first need your child's student ID number; you may get this number on Home Access Center or by calling your student's school office or by contacting Melanie Davis at 734-279-1035 ext. 124.
- Go to the district website at www.summerfield.k12.mi.us, then click on the Parent portal at the top (just to the left of the Quick Links box), then click on the mySchoolBucks link OR go directly to www.myschoolbucks.com.
- Click **REGISTER FOR A FREE ACCOUNT** and enter the required information.
- Click **FINISH** to complete the initial registration process.

Adding Students to Your Account:

- Once you are logged into your new account, click **MY HOUSEHOLD** from the left-side navigation bar.
- Click **LOOK UP YOUR STUDENTS**.
- Select your child's *school* from the drop-down box.
- Enter your child's *first name*.
- Enter your child's *last name*.
- Enter your child's *student ID* number.
- Click **FIND STUDENT**.
- Click **ADD STUDENT**.
- Click **FINISH** or click **ADD ANOTHER STUDENT** to repeat the process for additional children.

Making a Deposit:

- From the My Household page, click **MAKE A PAYMENT**.
- Enter the deposit amount for each student account, then click **ADD TO BASKET**.
- Review the amount(s) you have entered and click **CHECK OUT NOW**. If you need to adjust an amount, click **CONTINUE SHOPPING**.
- Enter your payment information and click **CONTINUE**.
- If paying with a credit or debit card, enter the three or four-digit Verification Code that appears on your card, then click **CONTINUE**.
- Review your order and make sure all deposits are correct, then click **PLACE ORDER**.
- Click **PRINT ORDER** to generate a receipt of your transaction in a new window. We recommend that you keep a copy for your records.
- Click **FINISH** to complete the transaction.