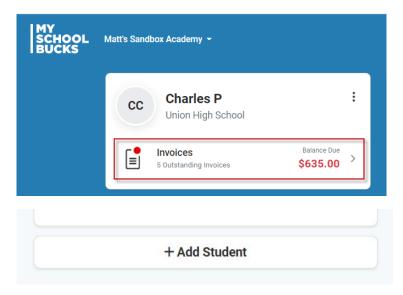
## **PAYING INVOICES ON THE WEBSITE**

Navigate to <a href="https://www.myschoolbucks.ca/">https://www.myschoolbucks.ca/</a> and log into your account.

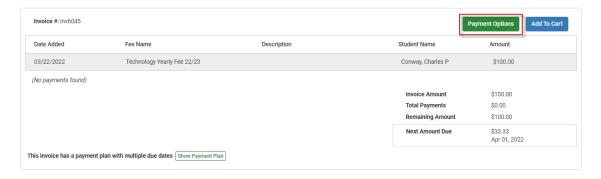
Click on **Invoices** under any student to see their Invoices. (Use the **+Add Student** button if you don't see your students)



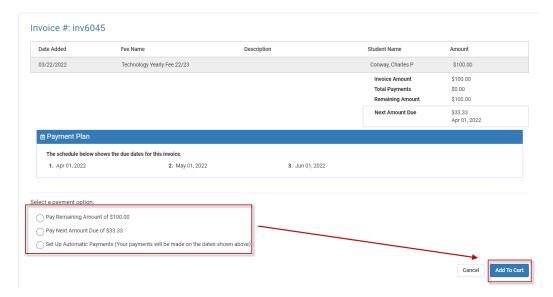
Review your students Invoices and click Add to Cart for any you want to pay.



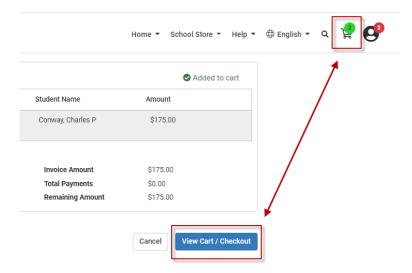
If the Invoice has a Payment Plan, click **Payment Options** to review and select the Payment Plan.



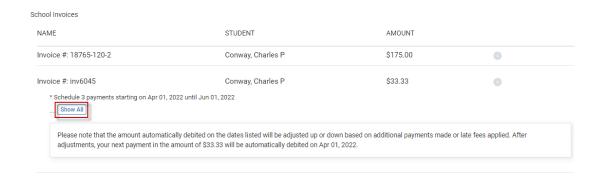
## Select your payment option and then click Add to Cart



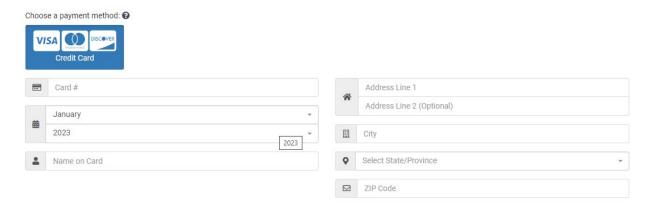
Once you have added all the Invoices you would like to pay, proceed to the cart by clicking **View Cart/Checkout** at the bottom of the page or click on the **Shopping Cart** icon at the top of the page.



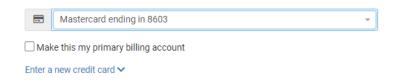
Review your Invoices in the Cart. If selecting Automatic Payments, you can click **Show All** to see the specific dates your account will be debited.



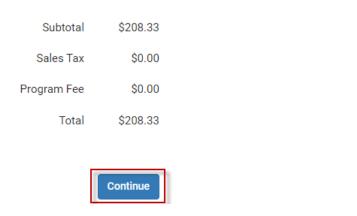
If it is your first time making a payment on MySchoolBucks, please enter the appropriate card information for your Visa, MasterCard, or Discover credit or debit card.



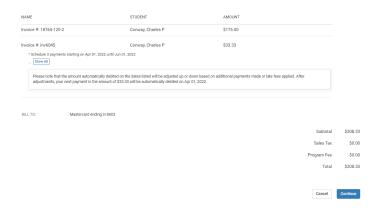
After you have used a card, it will be saved and you will be able to select it for future payments.



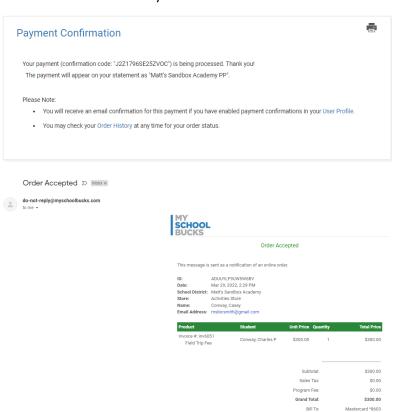
## Review the total and click Continue.



There will be one last opportunity to Review before the payment is processed. Review the information and click **Continue**.



## You will then receive a Payment Confirmation as well as an email receipt.



PLEASE NOTE: The charge will appear on your statement as Matt's Sandbox Academy DA.