Paying for student fees with MySchoolBucks

1. From the Express Check-In webpage, select Pay Now.
   You will be directed to MySchoolBucks.com to complete your payment.

2. Current users can log in (skip to step 7).
   If you are a new user select Sign Up Today and complete the following instructions.

3. When creating an account, you will be asked to add your district. Select Douglas County School District RE1 from the drop down menu.

4. Complete the sign up form and select Create Account.
5 Once your account is created, you will be automatically logged in.

Next, you will be required to add your students. Select **Continue to Add A Student**.

6 Add each of your students by entering the **School, Student Name, Birthdate or Student ID**.

Once all your students are added, click **View Invoices**.

7 Select your fees by choosing **Add to Basket** for each fee due. This will add each fee to your cart for checkout.

8 Once you’ve added all fees to your basket, select **View Cart/Checkout**.
9 Existing users can use a stored payment method. New users will be required to add a payment method to your account.

10 Select Place Order to check out. You will receive an email confirmation of your payment.