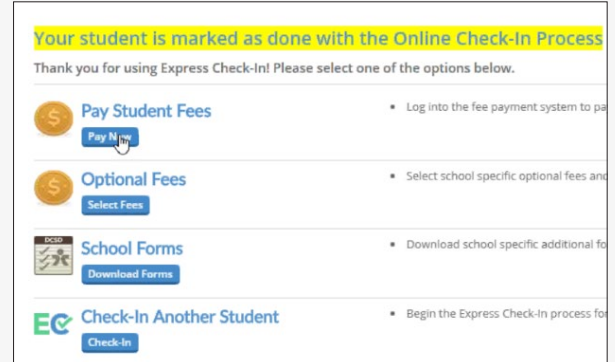


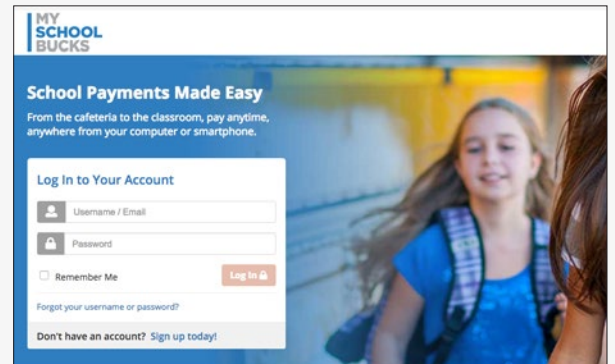
# Paying for student fees with MySchoolBucks

- 1 From the *Express Check-In* webpage, select **Pay Now**.

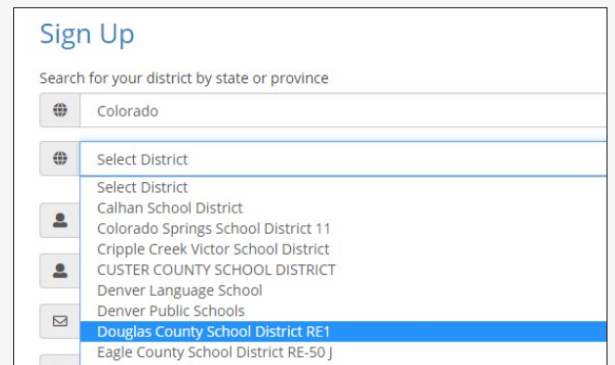
You will be directed to MySchoolBucks.com to complete your payment.



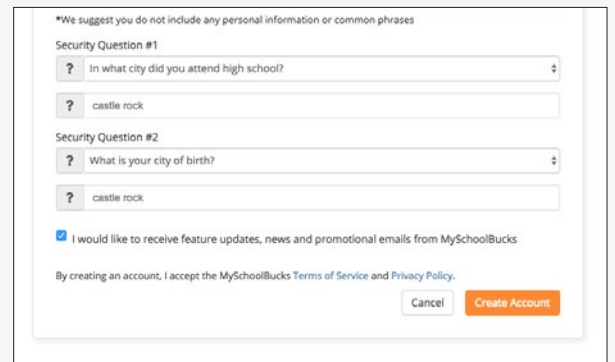
- 2 Current users can log in (skip to step 7).  
If you are a new user select **Sign Up Today** and complete the following instructions.



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



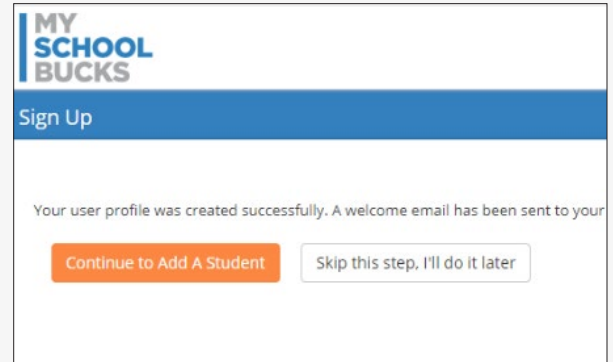
- 4 Complete the sign up form and select **Create Account**.



# Paying for student fees with MySchoolBucks

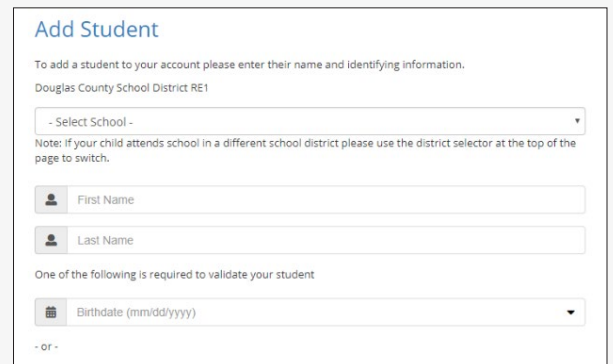
**5** Once your account is created, you will be automatically logged in.

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

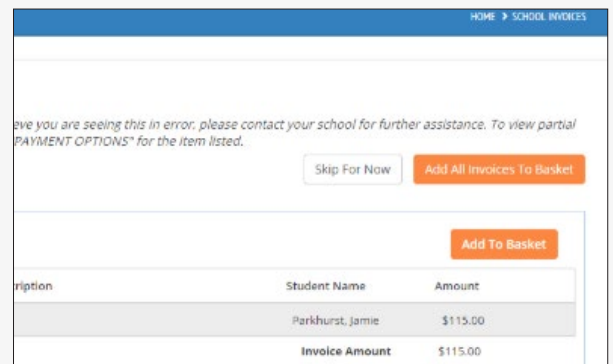


**6** Add each of your students by entering the *School, Student Name, Birthdate or Student ID*.

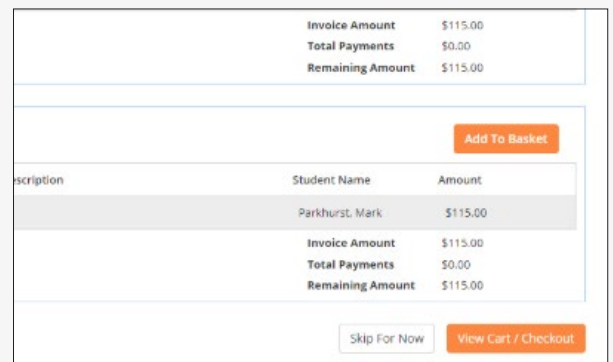
Once all your students are added, click **View Invoices**.



**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**.



# Paying for student fees with MySchoolBucks

**9** Existing users can use a stored payment method.

New users will be required to add a payment method to your account.

Choose a payment method:

e-Check  Credit Card

Visa  Discover

*Only U.S. issued credit cards are accepted*

4111111111111111

January 2019

Paula Parent

Make this my primary billing account

123 Rochester St  
Address Line 2 (Optional)  
Castle Rock  
Colorado  
80104

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

STUDENT	AMOUNT
Parlato, Gary	\$400.00

Subtotal	\$400.00
Sales Tax	\$0.00
Program Fee	\$15.80
<b>Total</b>	<b>\$415.80</b>

By clicking this button, you agree to our Terms of Service