## Send Money To School Com

# Getting Started

## Creating a new account

#### Part 1:

- 1. Go to www.SendMoneyToSchool.com
- 2. Click on Create a new account
- 3. Provide requested information
- 4. Once you have read and agree with the terms of use click the I agree check box
- 5. Click the Create Account button
- 6. A confirmation email will be sent to you

#### Part 2:

- 7. Check your email
- 8. Click the provided link
- 9. Enter your email and password
- 10. Click the Login button
- 11. Start typing the name of your school district
- 12. When you district is displayed click on it
- 13. Click on the Add a student to your account button
- 14. Enter the student's ID number and click continue
- 15. If the ID number is valid you will be asked for your child's first name, last name and birthday
- 16. Once entered click the Add Student button
- 17. To add additional students click the Add a student to your account button again

## **Viewing Balances and Activity**

- Go to www.SendMoneyToSchool.com
- 2. Sign in to your account
- All students assigned to this account will be displayed with their balances
- 4. To view history click the View Activity button next to the student's name

## **Making A Deposit**

- 1. Go to www.SendMoneyToSchool.com
- 2. Sign in to your account
- 3. Click the Make A Deposit button
- 4. Enter the amount you wish to deposit for each student
- 5. Click the Check Out button

### **Purchasing Items**

- 1. Go to www.SendMoneyToSchool.com
- 2. Sign in to your account
- 3. Click on School Store from the menu
- 4. Select a department
- 5. Click on the item you wish to purchase
- 6. Enter the quantity
- 7. Click the Add To Cart button
- 8. When done click the Check Out button

Viewing Past Account Activity and Charges

- 1. Go to www. SendMoneyToSchool.com
- Sign in to your account
  Click on Your Account
- 3. Click on Your Account from the menu
- 4. History will be displayed

