



BRENTWOOD ACADEMY

August 5, 2016

Dear BA Parent,

Brentwood Academy's Food Service Department recently evaluated several online payment services to administer Brentwood Academy's Declining Balance Program in an effort to improve the level of service provided to you and your student. After reviewing several systems, the decision was made to replace the current online payment services of MyPaymentsPlus with a new vendor named **MySchoolBucks**. Beginning August 10, 2016, you will use MySchoolBucks to fund your student's declining balance account for daily a la carte dining hall purchases. As a reminder, the Declining Balance Program is not used to pay for the Daily Meal Plan.

Students will continue to use their Veracross student ID number as their lunch codes. This ID number will remain with students until they graduate.

MySchoolBucks is a convenient and secure online payment service that allows you to deposit money directly into your student's declining balance account for a la carte dining hall purchases and will allow you to view balance/purchase information for the past 90 days.

The MySchoolBucks Online Payment Service will be available starting August 10, 2016.

To access this service:

- Please go to the MySchoolBucks website at www.myschoolbucks.com to create your account and add money to your student's declining balance account. All you need is your student's name, school, and Veracross student ID number. The instructions listed on the back of this page will guide you through the process.

Things to know:

- If you are a returning BA family and your student had a MyPaymentsPlus account with a remaining balance, that balance will be transferred and tracked by MySchoolBucks prior to August 12, 2016.
- If you have more than one student attending Brentwood Academy, you can add money for all your students from one online account.
- Money can be added to the account using a debit card, Visa, MasterCard or Discover card. You can also add money to the account via ACH draft from your checking account.
- When adding money to your account, MySchoolBucks will assess a convenience fee of 3.95% of the total amount of the transaction to cover the bank fees.
- For your convenience, MySchoolBucks offers a mobile app that you can download to your mobile device.

We are very excited to offer this new service and are confident that MySchoolBucks will be a great benefit to you and your student.

If you have any questions regarding the MySchoolBucks service or the Declining Balance Program, please contact Mori Fuller in the business office at 615-373-0611, ext. 332 or by email at mori_fuller@brentwoodacademy.com.

Sincerely,

Jason Oggs

**Jason Oggs
Business Manager
Brentwood Academy**

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Steps to create your MySchoolBucks Account:

- You will first need your student's Veracross student ID number. You can find this number next to your student's photo when logged into Veracross.
- Go to the MySchoolBucks website at www.myschoolbucks.com.
- Click **REGISTER FOR A FREE ACCOUNT** and enter the required information.
- Click **FINISH** to complete the initial registration process.

Steps to Add your Student 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 student's school from the drop-down box.
- Enter your student's first name.
- Enter your student's last name.
- Enter your student's Veracross student ID number.
- Click **FIND STUDENT**. (If you have trouble finding your student, please retry by using their nickname as their first name. If you still have trouble, please contact Mori Fuller at 615-373-0611, ext. 332 or mori_fuller@brentwoodacademy.com).
- Click **ADD STUDENT**.
- Click **FINISH** or click **ADD ANOTHER STUDENT** to repeat the process for additional children.

Steps to Add Money to Your Account for your Student:

- 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 the back of 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 records.
- Click **FINISH** to complete the transaction.

If you need assistance with completing any of these steps, please contact MYSchoolBucks Customer Service (a Heartland School Solutions Company) at 1-855-832-5226 or via email at support@myschoolbucks.com.