



New School Fee Payments Procedures

Dear Parents and Guardians,

PushCoin will be replacing CUSD 200's current payment platform, MySchoolBucks, for student fees and meal accounts. **Fees will be available in PushCoin starting June 5, 2023.** All past balances, both positive and negative, will transfer from MySchoolBucks to your student's new PushCoin account by July 1, 2023.

SIGN UP

Follow these steps to create and link your parent account to your student.

1. Go to **www.pushcoin.com**. Use the **latest internet browsers** as they are the most secure.
2. Sign up as a parent or guardian. Either click on **I don't have an account** and fill out the form **or** use an accelerated signup by clicking on the Facebook, Gmail, LinkedIn or Hotmail links.
3. Add your student to your PushCoin account by clicking **Add student**. Enter the unique PushCoin Registration Code you received from your school or PushCoin via email, and click **Submit**. If you don't have the unique code, click **I don't have a code**.
4. Information about the student should appear on the screen. Verify the information is correct and click **I Confirm**.

If you have multiple students, repeat steps 3-4 for each of the students.

PAYING FOR SCHOOL FEES

When school fees appear on your student's account, you will see a red negative balance under **Fees**. You can review the assigned fees under the **Statements** tab. To pay for school fees, click **Pay fees**.

If you are using a credit or debit card to pay for school fees or add funds to your student's wallet, you will need to enter the CVV number that's on the back of the card.

FUNDING

Set up your payment method by clicking on **Accounts** and then clicking on **Add source**:

- **Electronic check (eCheck)**. The eCheck funding option is always FREE for parents and all school districts working with PushCoin.
- **Credit Card (Visa, MasterCard, Discover)**. There is an additional fee of 2.95% + \$0.30 per transaction to use credit or debit cards. The additional 2.95% fee will be covered by the district. These fees are charged by the card processor (not PushCoin). The fee will be in addition to the original transaction amount. You will be able to see the total cost before submitting the transaction.

Turn Over →



PushCoin

What to expect when using PushCoin

- PushCoin.com is a **mobile-friendly website**. You can use a smartphone or a tablet to pay for school fees or fund and monitor your student's lunch account. The site will adjust to your device's screen and act like an App.
- Every student in PushCoin has two sub accounts: **Wallet & Fees**. The **Wallet** is a discretionary spending account. If you have ever sent your children to a camp and provided money for a "camp store" this is essentially what the wallet provides, except YOU determine how funds are used; they don't belong to the district. The **Fees** account is used by your school district to communicate fees owed. The **Wallet** funds can be used also to pay for school fees and optional items listed on your school district's webstore at store.cusd200.org.
- You will be notified via email when your child makes a purchase using their PushCoin **Wallet** funds or when your account balance is low. To adjust the frequency of your email notifications, log into your PushCoin account and click on **Settings**. *Some email providers have very weak SPAM filters (YAHOO, AOL, AT&T, HOTMAIL) and may send our emails to SPAM folders so be sure to add PushCoin as a contact or check your SPAM folder.*
- You may check your student's transaction history by logging into your PushCoin account and clicking **Transactions**.
- You can deposit funds to your student's wallet by clicking **Fund Wallet**. If funding the Wallet electronically, the minimum transaction amount is \$35. This minimum exists to allow your school district to keep E-Check transactions free of service charges, and to keep the credit card fee to a minimum. There is no minimum transaction amount when funding by physical check.
- You can transfer wallet funds between your students by clicking **Move funds**.
- If you have an outstanding balance in your student's **Fees** account, you will be sent an electronic invoice once a month. *Some email providers have very weak SPAM filters (YAHOO, AOL, AT&T, HOTMAIL) and may send our emails to SPAM folders so be sure to add PushCoin as a contact or check your SPAM folder.*
- If your school district offers optional programs or sells items online, you will see a **Webstore** button below **Fund Wallet**. **There is no need to fund your student's wallet to make purchases on your school district's webstore, and there is no minimum purchase amount.**
- Household Eligibility Applications for Free/Reduced Meals will be available online through PushCoin after July 1, 2023.

If you have a question about your school fees billed in PushCoin, please contact your child's home school or the District 200 Business Office. If you have a technical question about your PushCoin account, please contact PushCoin via email at ask@pushcoin.com.

Sincerely,

Community Unit School District 200

