



The Dover School district is offering online meal pay through [www.myschoolbucks.com](http://www.myschoolbucks.com). You can pay for school lunches for your student(s), view balances, get low balance notifications, as well as see what purchases are being made.

There is a \$1.95 service charge per payment, and a \$120 maximum per student amount. Viewing purchase history, viewing balances, and receiving balance notifications, are all free of charge.

Instructions are below for setting up an account, adding your student(s), and depositing funds.

If you have any questions about this service, please contact the Food Services office at **479-331-3558** or email [jennifer.freeman@doverschools.net](mailto:jennifer.freeman@doverschools.net)

For technical problems with the mySchoolBucks website the Parent Support line is available at: **1-855-832-5226**

#### **Registering for a FREE mySchoolBucks Account:**

- You will first need your child's student ID number; you may get this number by contacting your child's school.
- Go to: [www.myschoolbucks.com](http://www.myschoolbucks.com).
- Click **REGISTER FOR A FREE ACCOUNT** and enter the required information.
- Click **FINISH** to complete the initial registration process.

#### **Adding Students 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 child's school from the drop-down box.
- Enter your child's first name.
- Enter your child's last name.
- Enter your child's student ID number.
- Click **FIND STUDENT**.
- Click **ADD STUDENT**.
- Click **FINISH** or click **ADD ANOTHER STUDENT** to repeat the process for additional children.

#### **Making a Deposit:**

- 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 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.