

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

1. Go to www.SendMoneyToSchool.com
2. Sign in to your account
3. 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

Low Balance Email Alerts

1. Go to www.SendMoneyToSchool.com
2. Sign in to your Account
3. Click your Account
4. Click on Edit Email Preferences
5. Click YES, I want to receive reminders
6. Type in an amount in the "Notify me by email if a balance is below" field
7. Click Update Preferences

Viewing Past Account Activity and Charges

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

