


## How to Make Donation Using My School Bucks (MSB)

If you wish for the payment on an invoice to be an ECA donation,

**DO NOT PAY THE INVOICE!**

**INSTEAD** of paying the invoice directly, make a tax credit donation by accessing the MySchoolBucks (MSB) store after you login to your account. Choose *Make ECA Tax Credit Donation* to make the donation.

**If you DO NOT HAVE A MSB ACCOUNT and want to make an ECA Tax Credit donation:**

1. Go [hamesa.com](http://hamesa.com)
2. Click on the “Giving” tab
3. Click on  **DONATE** tab
4. At the MSB school store
  - A. enter the amount you want to pay
  - B. list the donor’s name
  - C. list the donor’s address
  - D. list the donor’s email address
  - E. enter scholar’s name for them to receive the ECA donation
  - F. choose one of the four activity types for this donation
  - G. in last box list which specific trip, sport or fee the donation is for
  - H. IF this is just a general donation to be added to the scholar’s credit on their account, type in “general donation”.
  - I. Click the *Purchase* button on the lower right-hand corner of the screen.
  - J. From the cart complete payment information and purchase.

**NOTE:** Sometime during the checkout process, you will be given the option to log into MSB or choose “Guest Checkout”. If you do not have a MSB account, you can choose Guest Checkout to complete the process. If you have a MSB account, we encourage you to log in and complete your purchase that way.



## How to Create MySchoolBucks Account

All Student Fees are paid with [MySchoolBucks](#).

1. Login [HERE TO MySchoolBucks](#).
2. Create a new Account by selecting “New MySchoolBucks User” or click “Existing MySchoolBucks User” to log in to an existing account.

**NOTE:** *Any fee assigned to your student will be emailed to you upon account creation and visible right away on your [MySchoolBucks](#) account.*

3. Add your scholars student ID #.
4. Select your fee(s) and add it to your **basket/cart** or explore **payment options**.
5. Check out with electronic check or credit/debit card.

### **QUESTIONS?**

Please contact [MySchoolBucks](#) directly for any questions on creating or using your account, including locating fees.

**MySchoolBucks Parent Support**

**855.832.5226**

[parentsupport@myschoolbucks.com](mailto:parentsupport@myschoolbucks.com)