

Winter/Spring 2014

Dear Parent or Guardian,

Quincy Public Schools' Food Service Department is excited to provide you with a convenient and secure online payment service called **mySchoolBucks**. This website allows you to deposit money directly into your child's school meal account and view balance/purchase information for the past ninety days. By having money in each child's account prior to entering the cafeteria, we find that the lunch lines move along much faster, which gives your child more time to eat and be with friends.

To access this service:

1. Go to www.myschoolbucks.com or click on School Meals Payment on the Parent Links section of the Quincy Public Schools web site home page at www.quincypublicschools.com.
2. From this website you can create your account and add money to your child's school meal account. All you need is your child's name, school, and student ID number or date of birth. The instructions listed on the back of this page will guide you through the process.

Things to know:

- If you have more than one child in the District you can handle all online prepayments from the same account even if they attend different district schools.
- You may pay for multiple students on a single transaction, up to \$120 per child.
- Payments may be made with a Visa, MasterCard, and Discover credit or debit card. You may also make a payment using an e-check.
- You will be charged \$1.95 per deposit transaction (for one or multiple children). This transaction fee is assessed to cover bank fees. Quincy Public Schools will not receive a fee from the use of this site.
- You can check balances, review transaction history, and receive low balance alerts at no charge.

We are very excited to offer this new service and are confident that **mySchoolBucks** will benefit you, your child and our District.

You may also continue to make advance payments via check, which should be made payable to QPS Food Services. Please remember to write your **child's full name** in the memo section of the check. Students may also pay cash for their meals.

If you have any questions about this new service, please feel free to contact my office at 617 984-8768 or by email to joannemorrissey@quincypublicschools.com

Thank You,

Joanne Morrissey, Food Service Director

Quincy Public Schools—Online School Meals Payment

Registering for a FREE mySchoolBucks Account:

- Go to the district website home page at www.quincypublicschools.com. In the Parent Links Box on the top right side of the page, click on the School Meals Online Payment link which will bring you to myschoolbucks.com. OR, go directly to 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 or date of birth
- Click **FIND STUDENT**.
- Click **ADD STUDENT**.
- Click **ADD ANOTHER STUDENT** to repeat the process for additional children
- Click **FINISH**.

Making a Deposit:

- From the My Household page, click **MAKE A PAYMENT**.
- Enter the deposit amount for each student account, and 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.

冬天或春天 2014

亲爱的父母或监护人，

昆西公立学校食品服务署被兴奋地为您提供一项称为**mySchoolBucks**的方便和安全的在线支付服务。本网站允许您钱直接存入您孩子的学校膳食帐户和查看余额/采购信息在过去的九十天。通过在每个孩子的帐户在进入食堂的钱，我们发现午餐行移动沿多速度更快，使您的孩子更多的时间可以吃，与朋友。

若要访问此服务：

1. 转到www.myschoolbucks.com或点击昆西公立学校网站首页在www.quincypublicschools.com的父链接部分学校膳食付款。
2. 从本网站可以创建您的帐户，并添加到您孩子的学校膳食帐户的钱。所有您需要是您孩子的姓名、学校和学生 ID 号码或出生日期。背面的此页列出的指令将引导您完成整个过程。

要知道的事情：

- 如果您有多个孩子在区您可以处理所有在线预付款的相同的帐户，即使他们参加不同区学校。
- 你可能为单个事务，多达 120 元/每位儿童的多个学生付出。
- 付款可能与签证、万事达卡、和发现的信用卡或借记卡卡。您也可以使用电子支票付款。
- 你将会收取 \$1.95 每存款交易记录
(用于一个或多个子女)。此交易费用被评估用于支付的银行费用。昆西公立学校将不接收来自本网站的使用费用。
- 你可以查询账户余额、审查交易历史记录，和接收，无费用低平衡警报。

我们感到十分兴奋，提供这项新服务，相信那**mySchoolBucks**将受益你、你的孩子和我们区。

您还可能会继续通过支票，而须缴付的装运食品服务先行付款。请记住你的孩子的全名写检查的备注部分中。学生也可能会将现金支付他们的饭食。

如果您有任何关于这项新服务的问题，请随时联系我的办公室在 617 984-8768 或电邮至 joannemorrissey@quincypublicschools.com

谢谢

乔安妮·莫里西，食品服务主任

昆西公立学校 —— 在线学校膳食付款

注册免费的 mySchoolBucks 帐户：

- 转到在 www.quincypublicschools.com 区网站首页在页面的顶部右侧的父链接框中，单击学校餐网上支付链接，将带您进入 myschoolbucks.com。或直接转到 www.myschoolbucks.com。
- 单击**注册为免费的帐户**，输入所需的信息。
- 单击**完成**以完成初始注册过程。

将学生添加到您的帐户：

- 一旦您登录到您的新帐户，单击**我的家庭**从左侧导航栏。
- 单击**查找您的学生**。
- 从下拉框中选择您的孩子的学校。
- 请输入您的孩子的第一名。
- 请输入您的孩子的姓氏。
- 请输入您的孩子的学生证号码或出生日期
- 单击**查找学生**。
- 单击**添加学生**。
- 单击**添加另一名学生**，重复此过程的其他儿童
- 单击**完成**。

存款：

- 从我的家庭页中，单击**使 A 付款**。
- 输入存款金额为每个学生帐户，然后单击**添加到购物篮**。
- 请查看您输入并单击**签出现在的金额**。如果您需要调整金额单击继续购物。
- 输入您的付款信息并单击**继续**。
- 如果支付用信用卡或借记卡的卡，输入三个或四个数字出现在您的卡的验证码，然后单击**继续**。
- 查看您的订单，并确保所有的存款是正确的然后单击**下订单**。
- 单击在新窗口中生成您的交易收据的**打印顺序**。我们建议您保留记录的副本。
- 单击**完成**以完成交易。