

PARENT INSTRUCTIONS



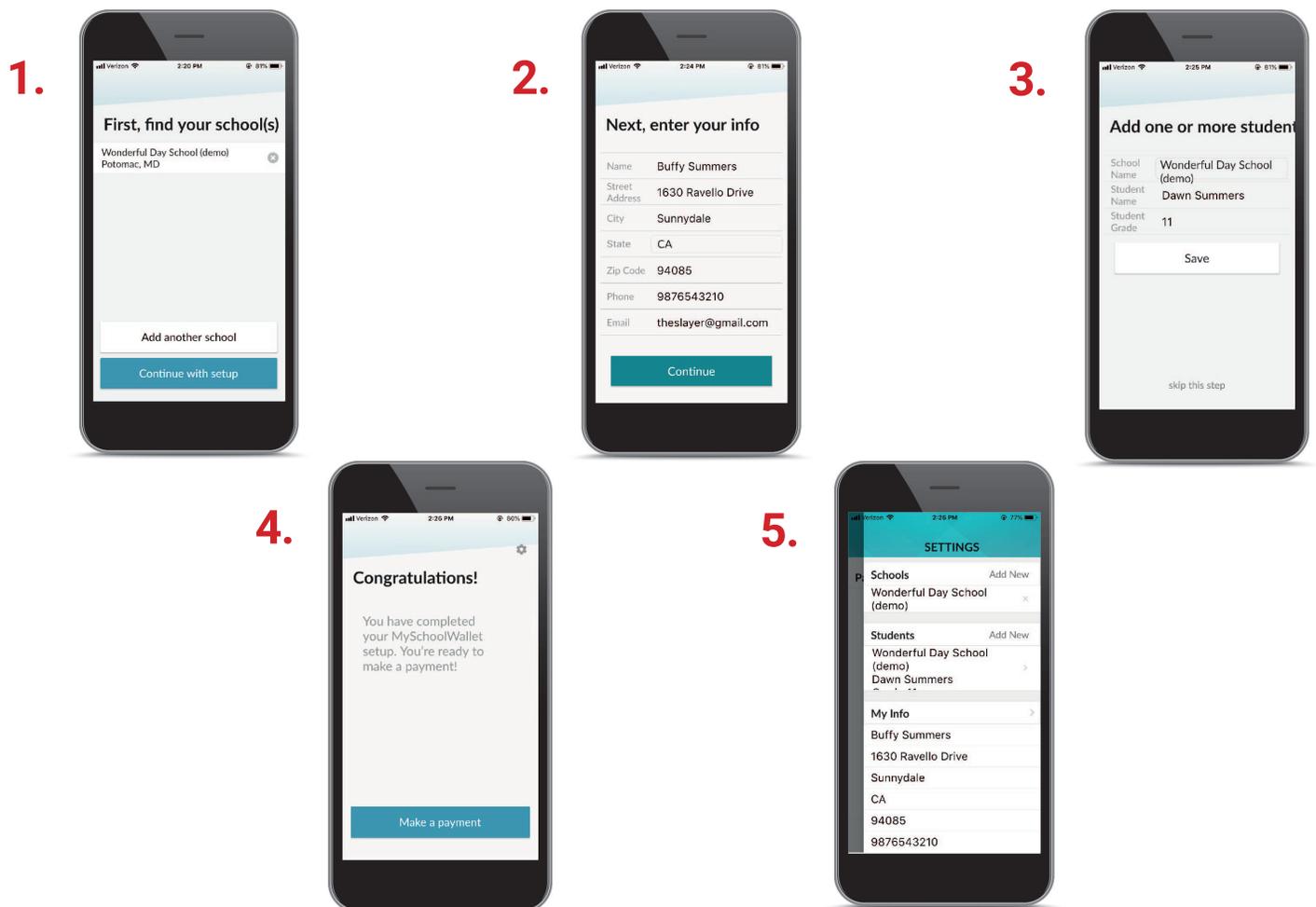
App "Purchase" from Apple App Store or Google Play Store

- ◆ Access your App Store (either Apple or GooglePlay)
- ◆ Search for "MySchoolWallet" and the MySchoolWallet app should be found



App Set-up First Time - School Selection, Parent and Student Information

- ◆ From your smartphone screen, Tap on the app icon to open the app
- 1. Search the school name you would like to add. Confirm the school has been found
- 2. Enter Parent information & tap "Continue"
- 3. Add One or More Students to your profile and tap "Continue"
- 4. Watch for the Success Screen
- 5. View your personal information at any time from the Settings Screen by tapping on the "gear" icon on the upper right of your screen

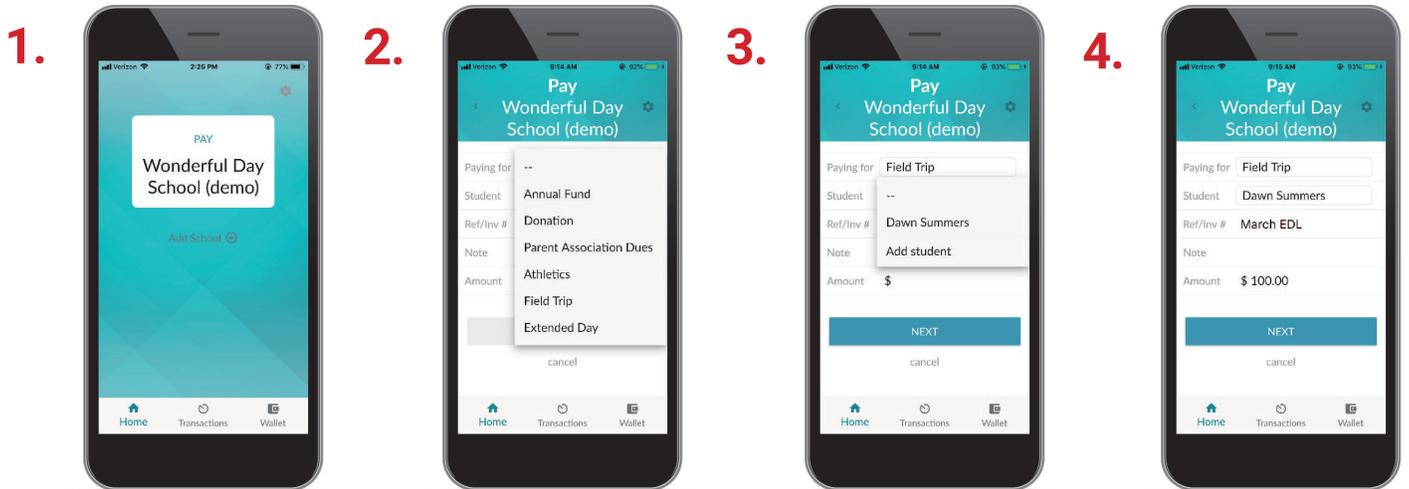


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Making a Payment via MySchoolWallet App

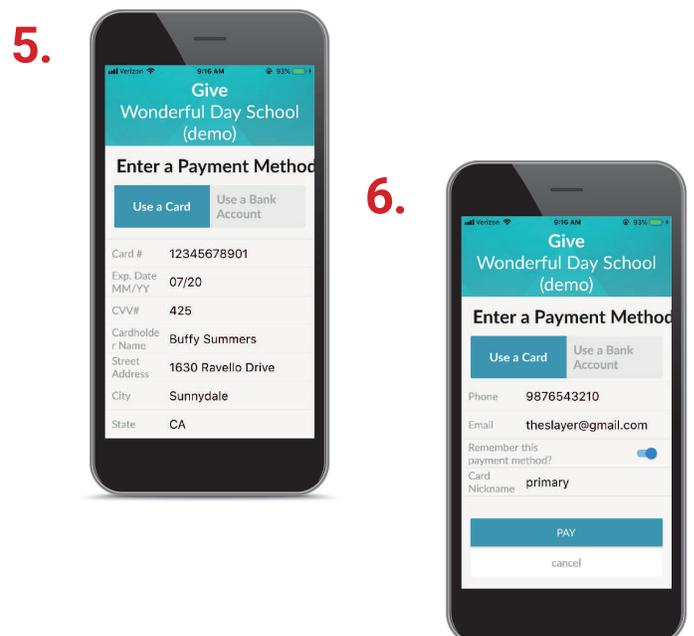
◆ From your smartphone screen, Tap on the app icon to open the app

1. Select the school you would like to pay from the app Home Screen
2. Confirm what you are paying for from the drop down
3. Confirm which student the payment is for from the drop down
4. Enter in the Invoice Information and Dollar Amount provided by the school



If Paying via Card...

5. Select payment method from the top of the screen. Your name and address will be prepopulated. Complete the card information
6. Scroll to the bottom; Choose if you want to save payment information. Tap "Pay"



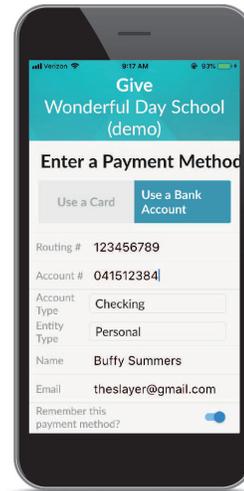
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If Paying via Bank Account...

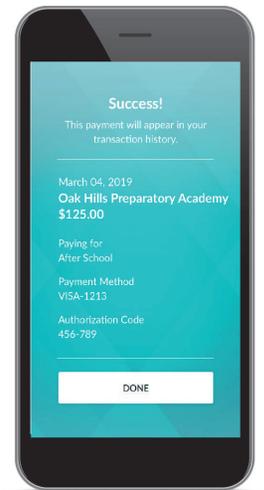
7. Complete the Bank Account Information. Scroll to the bottom; Choose if you want to save payment information. Tap “Pay”

8. A “Success” screen will show when the transaction completes

7.



8.



Reviewing Transaction History in the MySchoolWallet App

◆ From your smartphone screen, Tap on the app icon to open the app

1. Select “Transaction” from the bottom of the Home Screen

2. You will see a listing of your previous transactions including Date, Dollar Amount, What and Who the transaction was made for.

Note: Your school financial administrator will be able to review the exact payment information as the app.

1.



2.

