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

First, find your school(s)		Next	enter your info		Add one or more
Wonderful Day School (demo) 💿 Potomac, MD		Name	Buffy Summers		School Wonderful Da
		Street	1630 Ravello Drive		Student Dawn Summe
		City	Sunnydale		Student 11
		State	CA		Grade
		Zip Code	94085		Save
		Phone	9876543210		
		Email	theslaver@gmail.com		
Add another school			thesityer eight incom		
			Continue		
Continue with setup			Continue		skip this step
		l)		
4.	All Verteen		5.	Add New You deful Day School (demo)	
	your MySchoolWallet setup. You're ready to make a payment!			Wonderful Day School (demo) Dawn Summers	
				Ruffy Summore	
				1630 Ravello Drive	
				Sunnydale	
				CA	
	Make a navment			94085	





PARENT INSTRUCTIONS



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 payfrom 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"

5.



6.

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PARENT INSTRUCTIONS



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



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myschool wallet

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 includding Date, Dollar Amount, What and Who the transaction was made for.

7.

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

