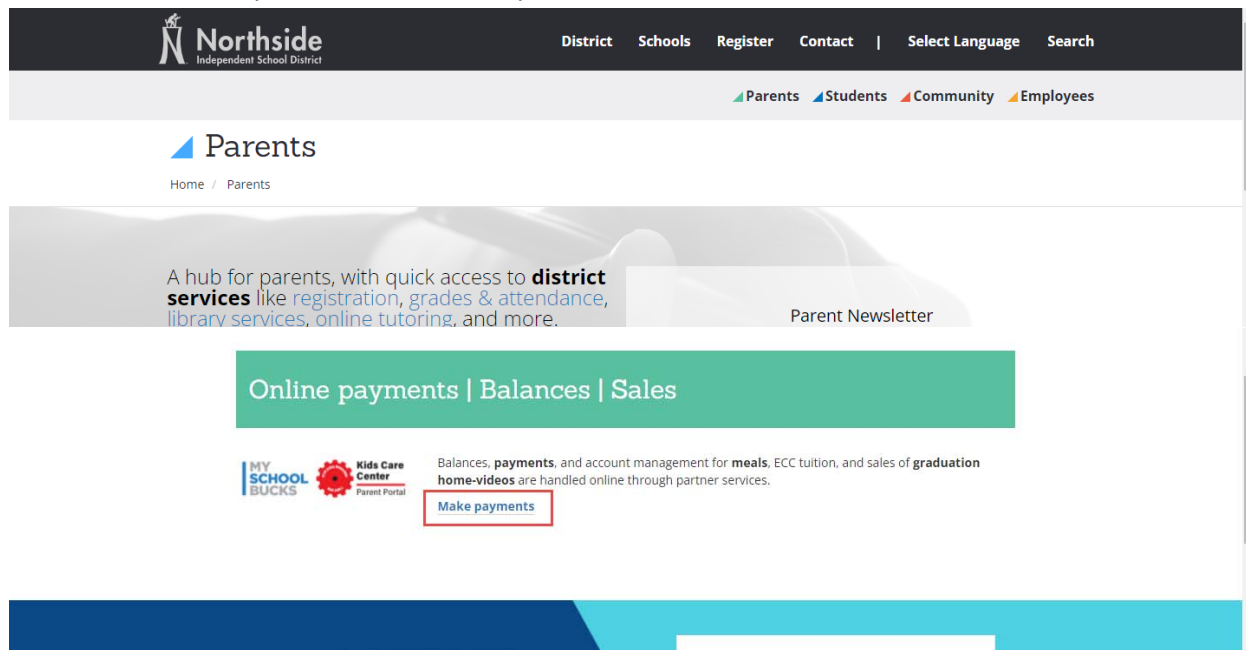# <u>Early Childhood Collaboration Online Payment Guide</u>
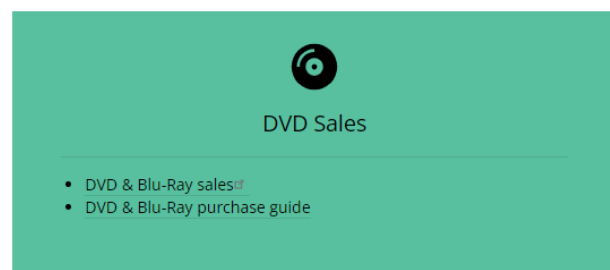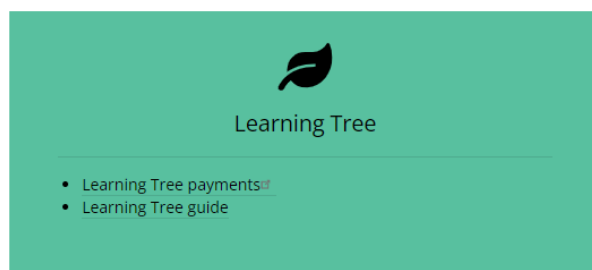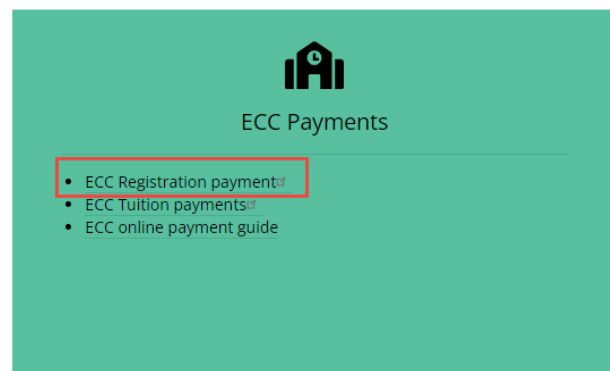
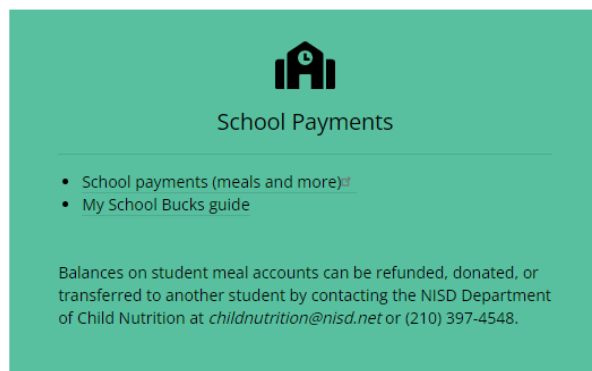To pay ECC Monthly Tuition Fees, please STOP here and go to PAGE 5.

To pay Registration Fees, go to the NISD Parent website https://nisd.net/parents. Scroll to the bottom and under Online Payments, click Make Payments.

Scroll down and look for the ECC Payments section.
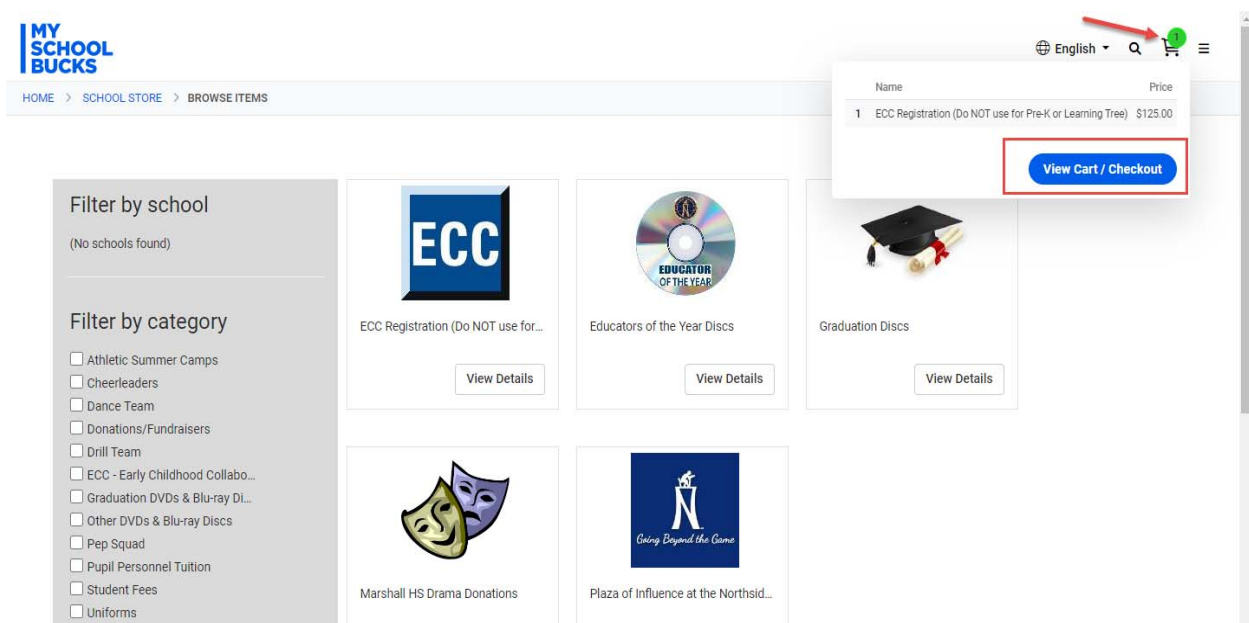
Select "ECC REGISTRATION PAYMENTS".

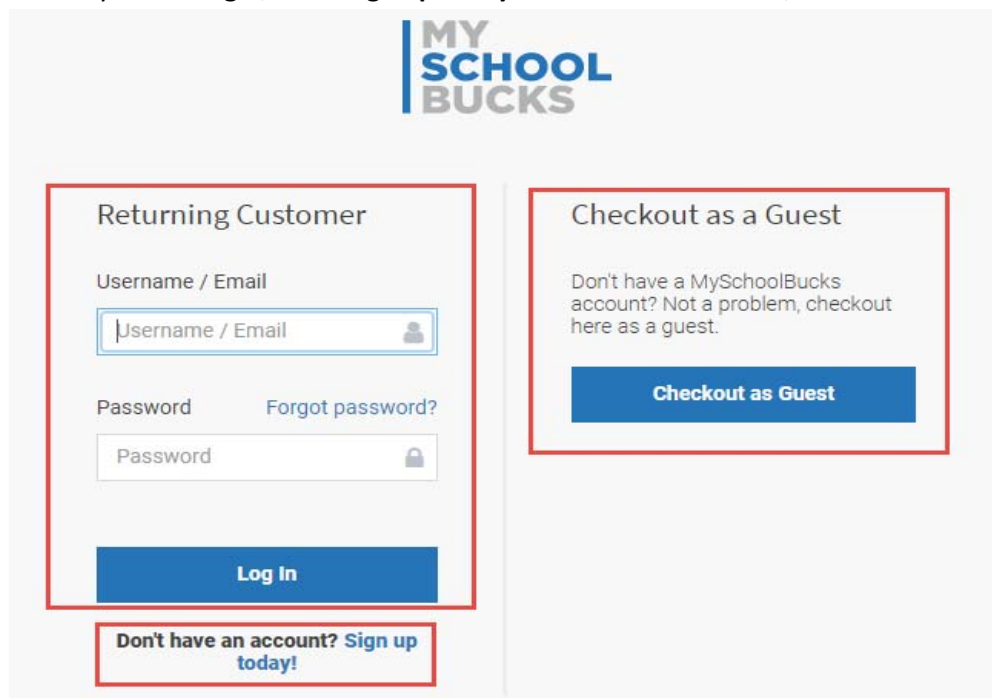Fill out required fields and click "ADD TO BASKET".

If you have an additional student, you may select ECC Registration and repeat the process for the additional students.
If you are finished, move your cursor over the shopping cart icon, and click "View Cart/Checkout".
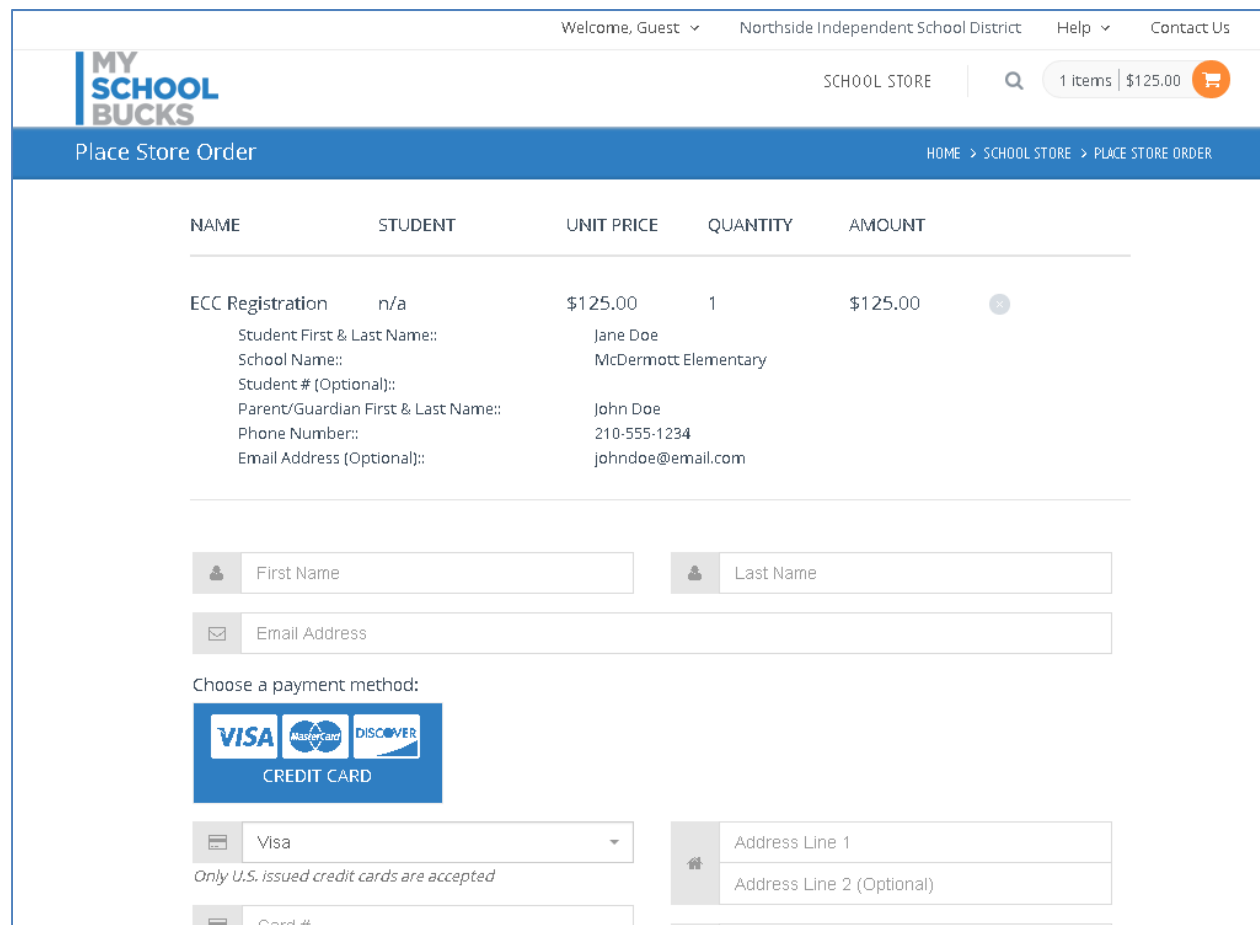
You may either **Login**, click "**Sign up today!**" to create an account, or click "**Checkout as Guest**".

If you decide to Sign up for an account, please follow prompts on your screen.

Once you come to this next screen, complete billing information.

Review your Total which will include a convenience fee of 3.75% of the transaction Subtotal.
Complete transaction by clicking on "PLACE ORDER".
A confirmation email will be sent to which the My School Bucks account is registered.

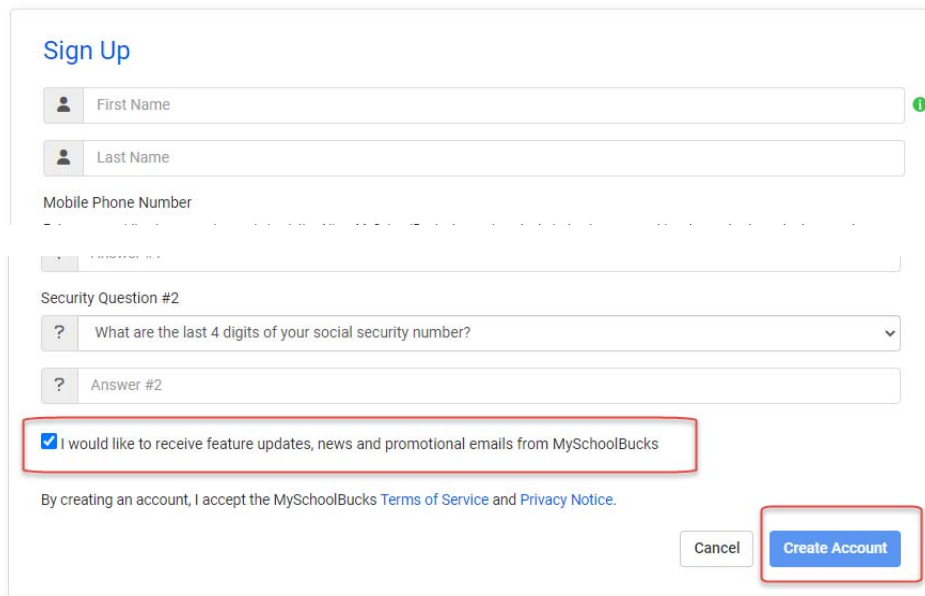|	
Subtotal	$125.00
Sales Tax	$0.00
Program Fee	$4.69
Total	$129.69

PLACE ORDER

By clicking Place Order, you agree to our *Terms of Service*

To make an ECC Monthly Tuition Payment, please go to www.myschoolbucks.com. You will need your child's Student ID# from their school in order to make an ECC Monthly Tuition Payment online.

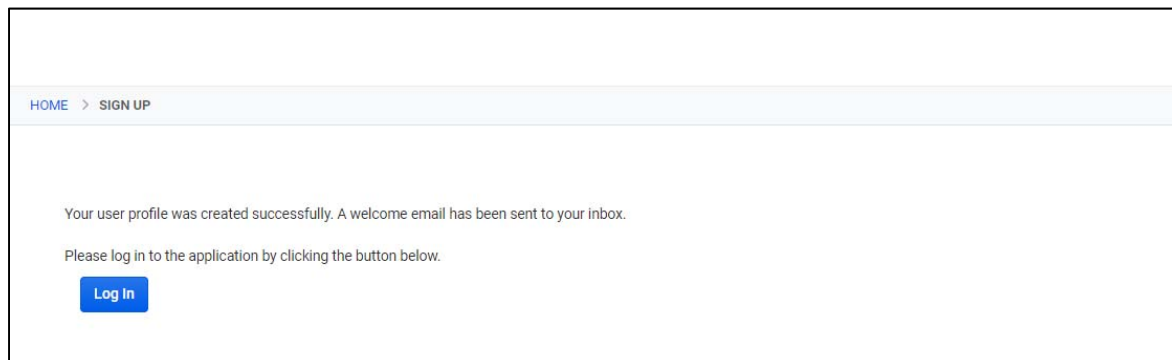## If you already have an account, please log in & skip to page 9.

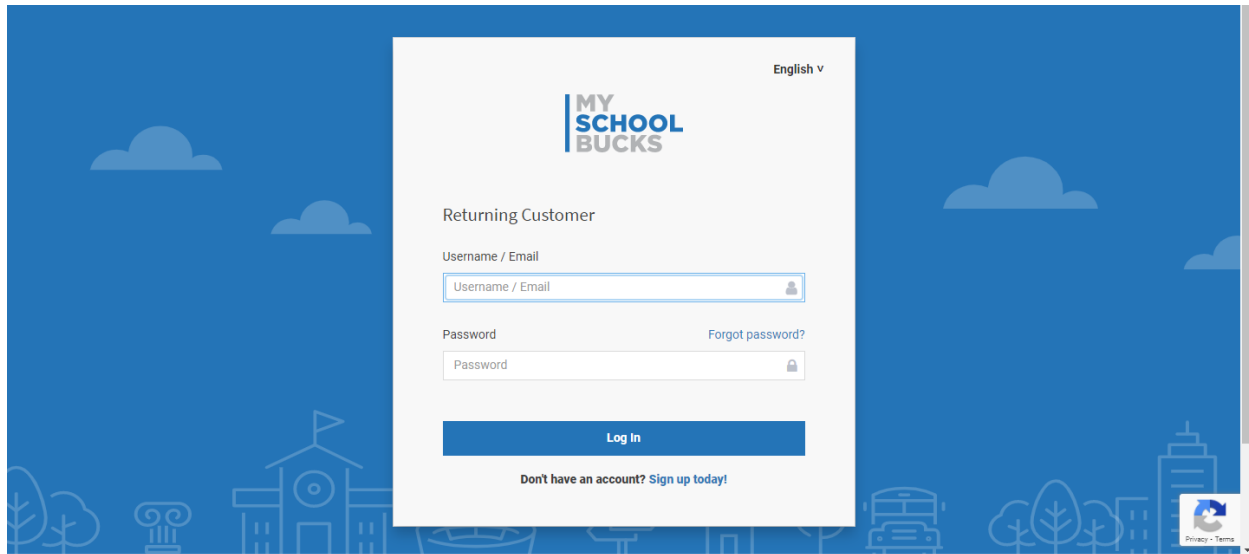If you do not have an account, then click on "Sign Up Free!"
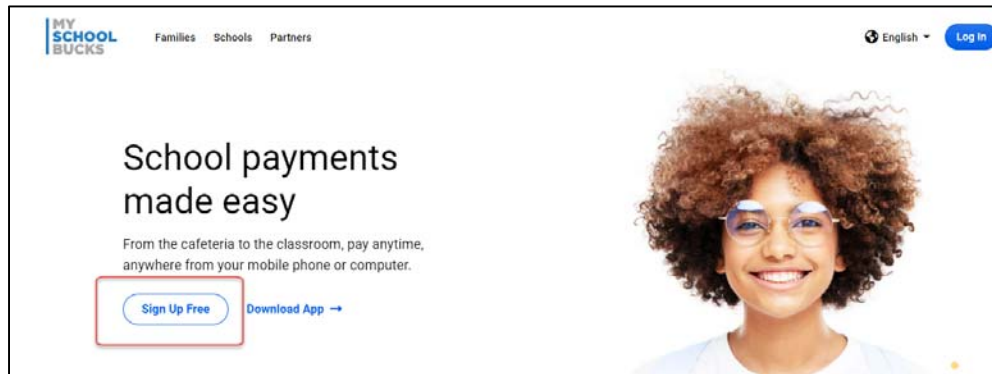
Fill in the fields with the user information (not the student's information). Select Create Account.

You should receive the message below. Click Log In and sign in to your account.
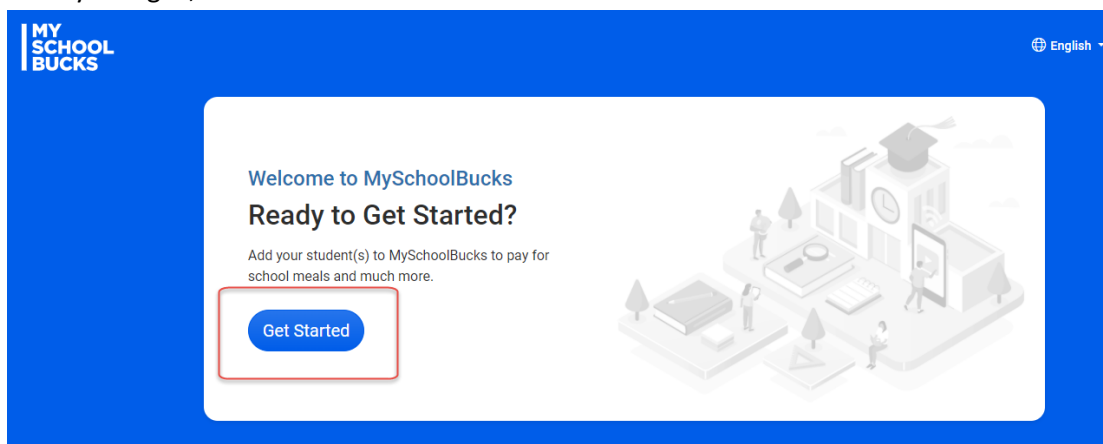
Sign in to your account using the email & password you just created.

After you log in, click on Get Started.
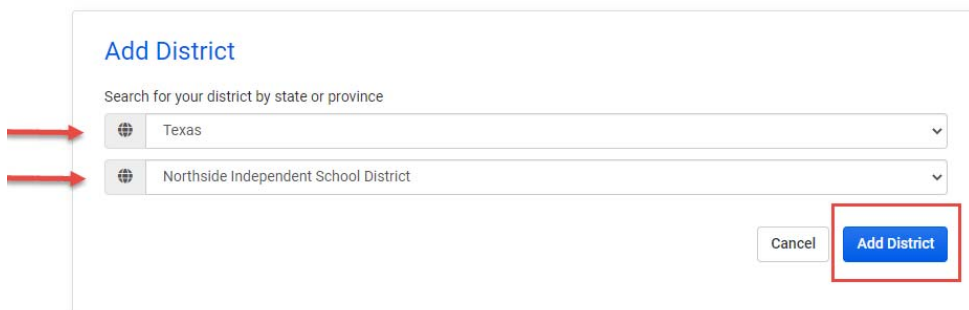
Select the drop down next to State/Province, then select Texas.
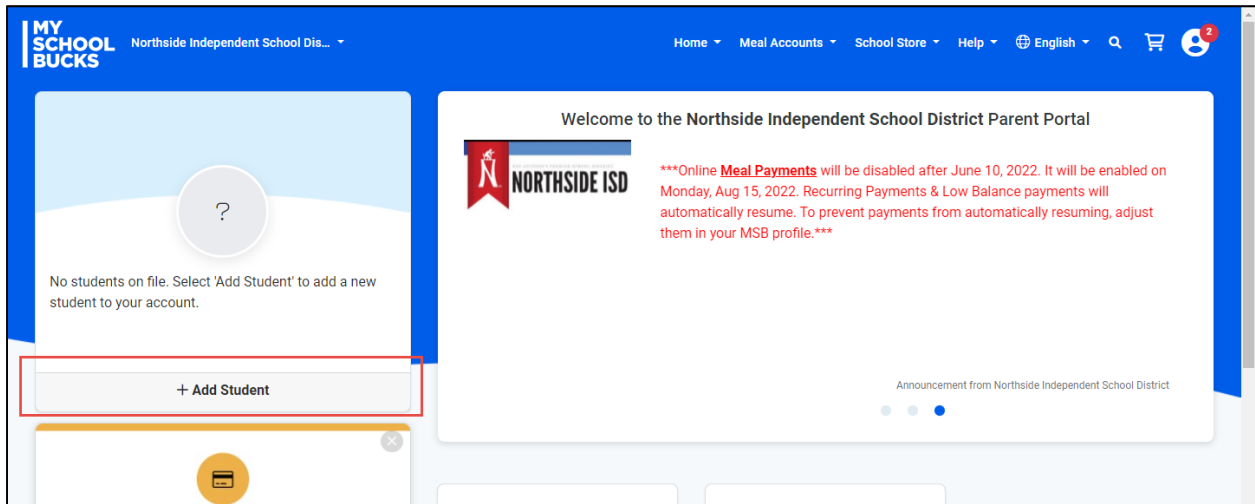Select the drop down next to District, then select Northside Independent School District.
Click Add District.

Click "Add Student".

Fill in student info below. When finished, click "Find Student".

MySchoolBucks.com also tracks meal balances and payments. At this screen please select if you would like a "low balance" notification along with the "low balance" amount. You may uncheck the box if you do not wish to receive an email for a low balance amount. Continue by clicking "ADD STUDENT".

A confirmation page should appear stating it was successful. At this point, you may click Add a Billing Account or Add Another Student to your account by clicking "Add Another Student". If you are done adding students, click "Finish".
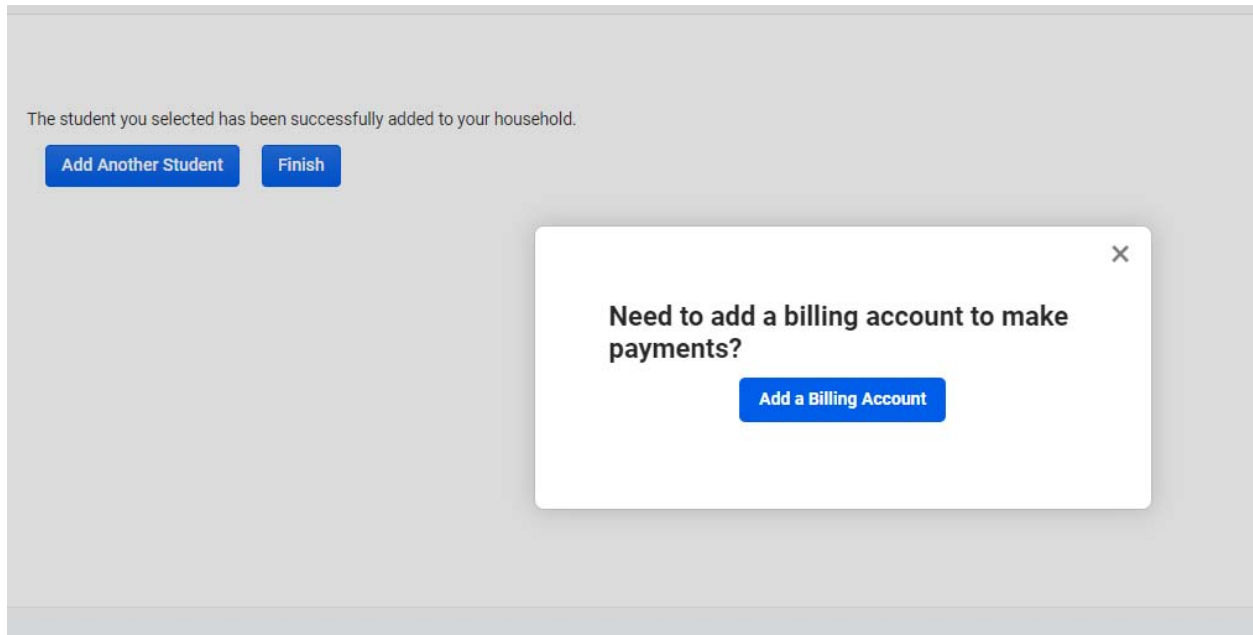

You will be directed to your home screen where you can view your child's lunch balance, make meal payments, set up auto payments, and many more options. If you need assistance, you can click the "Help" drop-down on the upper right corner. Then you can click on "? Help" for more instructions or on the "How-To Videos".
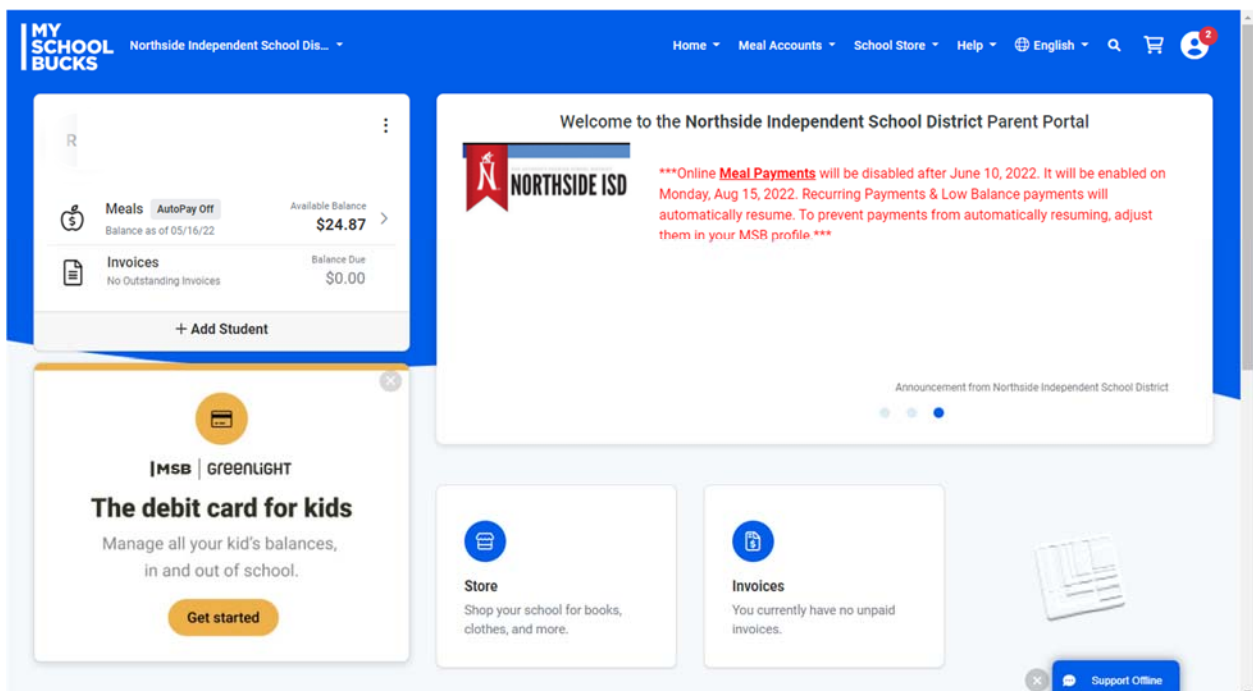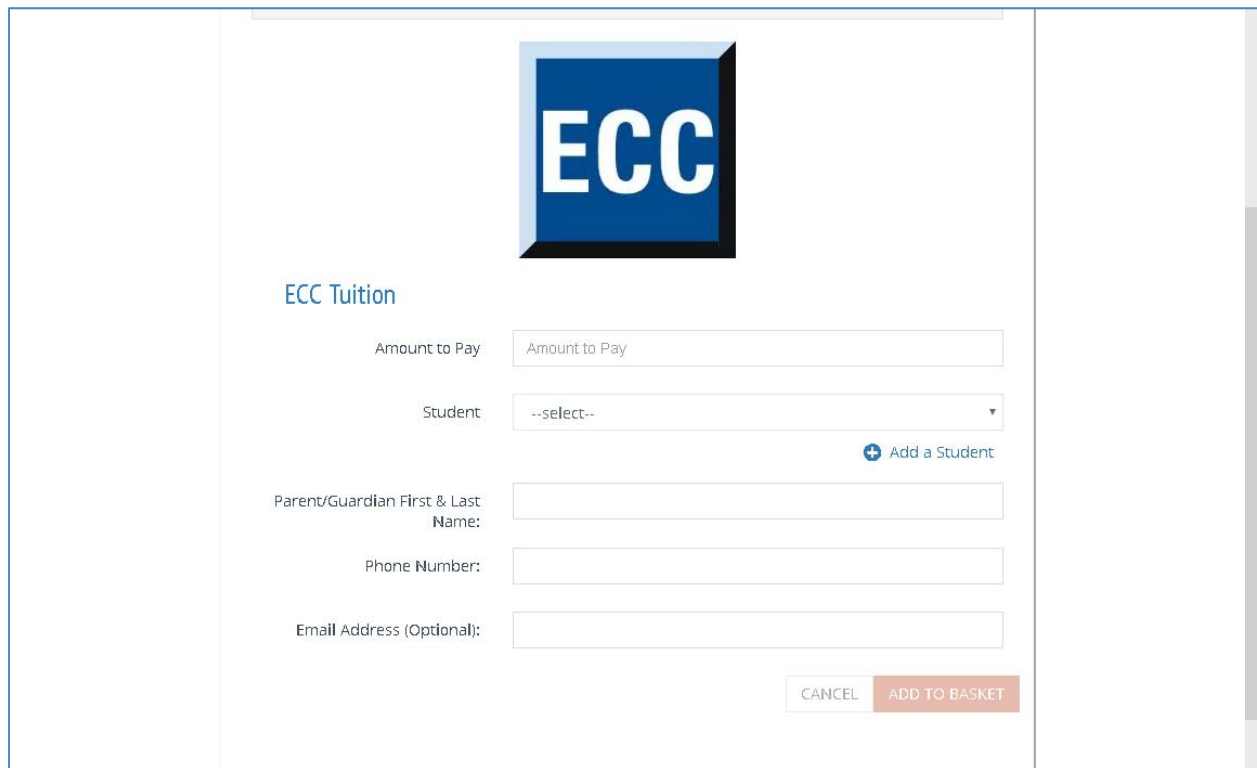
If you already have a My School Bucks account, please log in and select from the "School Store" drop down. Click on "Browse All Items".
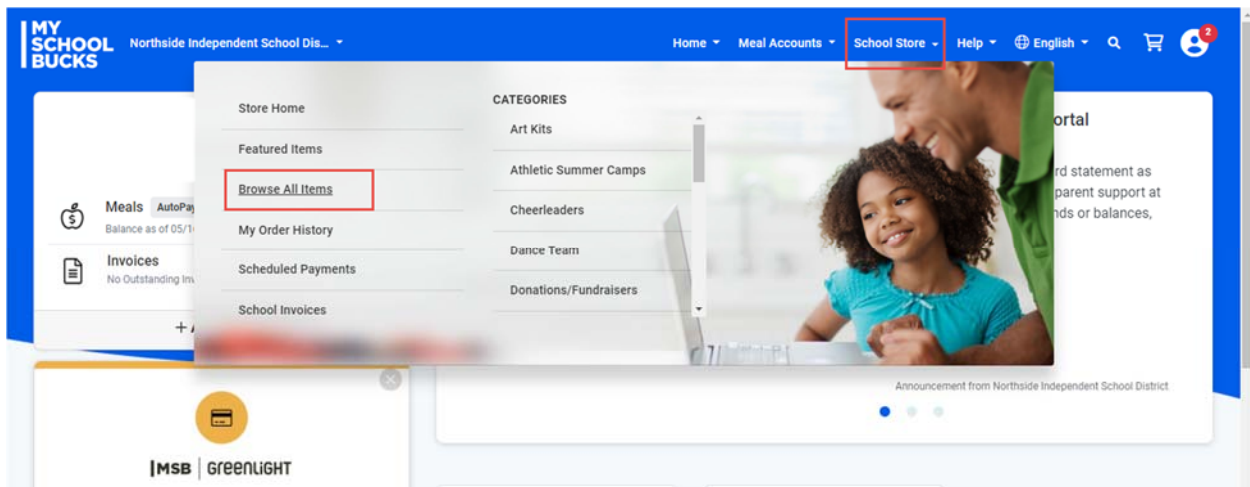
Select a CATEGORY to filter products. Click on the product in the middle section.
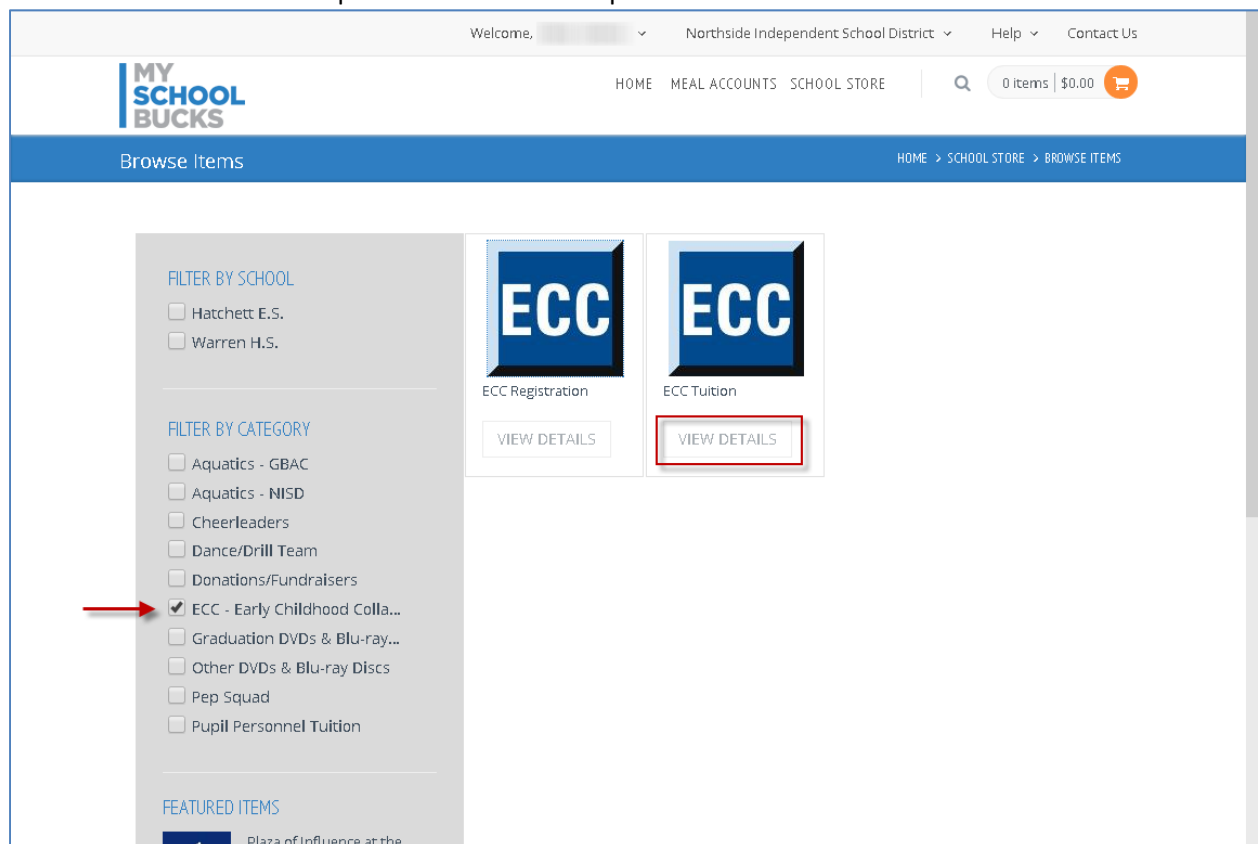
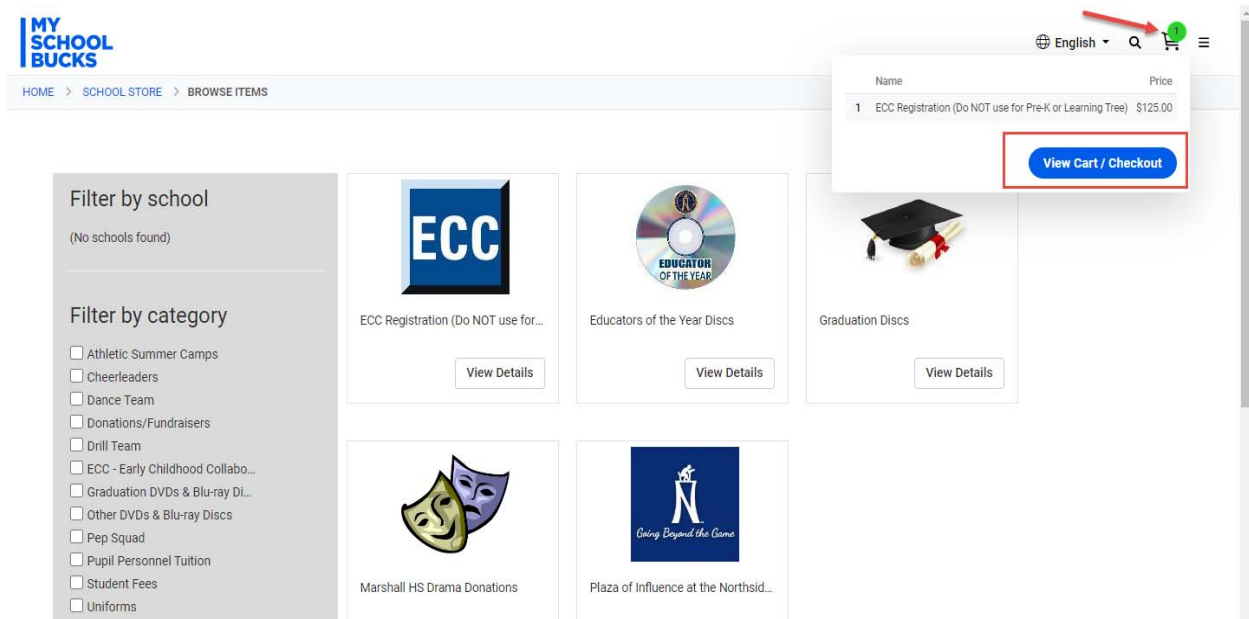Enter information requested, and click "ADD TO BASKET".

At this point, you may select another product to make a payment.

If you are finished, you can select the shopping cart icon to review. Click "VIEW CART/CHECKOUT".

Review your payment. Choose a payment method. A convenience fee of 3.75% will be added to the transaction total. Complete transaction by clicking on "PLACE ORDER".
A confirmation email will be sent to which the My School Bucks account is registered.

For troubleshooting, please call the NISD Online Payment Support line at 210-397-1199 for assistance.