



**The Child Nutrition Program** is proud to provide access to [myschoolbucks.com](http://myschoolbucks.com) for students. This service will allow you to go on-line and fund your lunch account. There is no charge to view account balances, receive notice of low balances, and review purchases.

#### Why Should I Visit the Site?

- **Economical:** It is **free** to view your lunch history for the past week. If you choose to make a deposit into your child's account, there is a minimal fee of only **\$2.49** per transaction. If you have two or more children at the same school, you still pay only **\$2.49** per transaction. If you have children at more than one Shelby County School, you will be charged **\$2.49** for each different school transaction.
- **Secure:** Your personal and payment card information is protected by internet security on the [myschoolbucks.com](http://myschoolbucks.com) website.
- **Payment Option 1:** Make deposits into your account at your convenience.
- **Payment Option 2:** Never have to worry about doing it again with the recurring payment option; money will always be in your account. When a low balance is reached (and you determine this amount), the account can be set up where money is automatically deposited into your account.

#### Before You Begin:

You will need your [Student's lunch number](#). The cafeteria manager at your child's school can provide this information.

#### How Do I Enroll?

1. Go to [www.myschoolbucks.com](http://www.myschoolbucks.com) and click **SIGN UP TODAY**. To locate your school, simply type in the name of the school or the zip code, and the school will appear.
2. Enter a username and password of your choice. Be sure to make a note of the username and password that you have chosen. The username cannot be changed once the data is entered.
3. Complete the other fields on the screen. Click the box that indicates you **agree** to the terms and conditions of using this website. Click **Submit**.
4. Once your account is established, then click on **Add Student** to create your account or add information to an existing account. Type in the school name or zip code; then select the school. Next, you will enter the first name and last name. Use the drop down button for the date of birth.
5. To deposit funds into the account by credit or debit card, click on **Payment Info** and complete the information required.
6. If you wish to make recurring deposits into your lunch account, select the Automatic Pre-Payment Option. (A **\$2.49** transaction fee applies to each deposit per school.)
7. Once information has been entered, log out. Your lunch account balance will be updated periodically to reflect the transaction.

#### How Do I Add my information to an Existing Account within Shelby County Schools?

1. Add student/adult using directions above starting with #4 "**Add Student**".

#### How Do I add my information to an Existing MySchoolBucks.com Account from another school system?

1. Login to your student's account. At the top right corner you will see your child's school district listed.
2. Click on the down arrow to select "add another school district", select state, and then select district.
3. Be sure to **uncheck** "**make this my primary district**" before continuing.
4. Finally, click on "Add District"

You may also call the toll-free customer support center at **1-855-832-5226** for questions or assistance with enrollment. Support personnel are available Monday – Friday from 8 am ET – 7 pm ET.