

# How to set up Automatic Payments on an Invoice

If your school administrator has set up the option, you can choose to make your invoice payments automatic in MySchoolBucks. The benefit of this is once set up, your payments will be made on time, automatically. You won't have to log in each time a payment is due. To choose this option, click on Payment Options.

**School Invoices**

Your students have one or more unpaid invoices. If you believe you are seeing this in error, please contact your school for further assistance. To view partial payment or recurring payment options (if available), select "PAYMENT OPTIONS" for the item listed.

Skip For Now Add All Invoices To Basket

Invoice #: inv151

Payment Options Add To Basket

Date Added	Fee Name	Description	Student Name	Amount
01/28/2019	4 Day Preschool		Abbott, Leah	\$2,000.00

Invoice Amount \$2,000.00  
Total Payments \$0.00  
Remaining Amount \$2,000.00

Skip For Now View Cart / Checkout

Under Select a payment option choose Set Up Automatic Payments.

Select a payment option:

Pay Remaining Amount of \$2,000.00

Set Up Automatic Payments

4 Day Pre

Click this drop-down to choose the payment plan you want. Please note: there may only be 1 option.

**Payment Dates**

1. Feb 01, 2019	2. Mar 01, 2019	3. Apr 01, 2019	4. May 01, 2019
5. Jun 01, 2019			

Cancel Add To Basket

Now click Add to Basket, followed by View Cart/Checkout. You will see a summary of your order.

NAME	STUDENT	AMOUNT
Invoice #: inv152	Abbott, Leah	\$400.00

\* Schedule 5 payments starting on Feb 01, 2019 until Jun 01, 2019

... Show All

Choose a payment method:

e-Check Credit Card

Visa ending in 1111 (Primary)

Enter a new credit card

Still having trouble? Call MSB Parent support at 1-855-832-5226 Mon-Fri: 7am – 7pm Eastern