

Follow this procedure to pay your first extended day invoice and enroll in autopay:

1. Log in to My School Bucks from a computer: <https://www.myschoolbucks.com/>. Do not log in from a phone.
2. Open the invoice by selecting **Invoices**. If you have multiple children enrolled in the extended day program, selecting the Invoices button will allow you to view all invoices at once. Selecting the Invoices option under your child's name will allow you to view the invoice for that child.

The screenshot shows the MySchoolBucks portal interface. At the top is a blue navigation bar with the logo "MY SCHOOL BUCKS" and the text "Nutley Board of Education". Navigation links include Home, Meal Accounts, School Store, Help, English, a search icon, a shopping cart icon, and a user profile icon labeled "1".

The main content area has a heading "Welcome to the Nutley Board of Education MySchoolBucks Portal". Below this are several interactive tiles:

- Meals AutoPay On:** Shows "Available Balance" and "Balance Due". The "Invoices" section indicates "1 Outstanding Invoice". This entire tile is circled in red.
- Store:** Encourages users to "Shop your school for books, clothes, and more."
- Invoices:** A circular icon with a dollar sign and the number "2" is circled in red. Below it, the text reads "You have 2 invoice(s)."
- Lunch Payment:** Features an illustration of a lunch bag, an apple, and a box of "Apple Ale". It includes the link "Click here to make a Meal Payment".
- Tech Fees:** Shows a laptop with a gear icon and the link "Click here for Tech Fees".
- Extended Day Fees:** Displays an illustration of five children jumping joyfully and the link "Click Here for Extended Day Fees".

At the bottom left, there is a "+ Add Student" button.

3. Click **Payment Options**.


Nutley Board of Education

Home
Meal Accounts
School Store
Help
English

HOME > SCHOOL INVOICES

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.

Add All Invoices To Cart

Invoice #: 320545-27-2

Payment Options
Add To Cart

Date Added	Fee Name	Description	Student Name	Amount
09/18/2024	Before and After Care 5 Days Per Week	2024-2025 Before Care and After Care 5 Days a Week, Oct 1, 2024 - Oct 31, 2024		

(No payments found)

Invoice Amount
Total Payments
Remaining Amount
Next Amount Due

Oct 02, 2024

4. Select **Pay in Full and subscribe to automatically pay future invoices from MSB Activities...** and then click **Add To Cart**. When you check out, you will be charged for the amount on the invoice and enrolled for autopay for future extended day invoices. Do NOT select Set Up Automatic Payments.

Invoice #: 320545-27-2

Date Added	Fee Name	Description	Student Name	Amount
09/18/2024	Before and After Care 5 Days Per Week	2024-2025 Before Care and After Care 5 Days a Week, Oct 1, 2024 - Oct 31, 2024		

Invoice Amount
Total Payments
Remaining Amount
Next Amount Due Oct 02, 2024

Payment Plan

The schedule below shows the due dates for this invoice.

1. Oct 02, 2024

ⓘ Please note that a \$30.00 late fee will be charged if the amount due isn't paid by the dates shown above.

Select a payment option:

☐ Pay Remaining Amount of \$217.00

☐ ⓘ Set Up Automatic Payments (Your payments will be made on the dates shown above)

☒ Pay in Full and subscribe to automatically pay future invoices from MSB Activities for MSBActivities_2024-2025 Before Care & After Care

Recurring Payments. If you selected recurring payments, you authorize HPS to debit the bank account or credit card as you indicated on our website for the noted amount on the schedule indicated. You understand that this authorization will remain in effect until the scheduled end date, or until you cancel the payment, whichever comes first. If the above noted payment falls on a weekend or holiday, you understand that the payment may be executed on the next business day. You understand that because this is an electronic transaction, these funds may be withdrawn from your account each period as soon as the above noted transaction date. You acknowledge that by using an electronic check for this transaction, you must comply with U.S. law. You will not try to prevent HPS from debiting your bank account, and acknowledge that any dispute is limited to any errors that HPS made in processing. HPS does not have any responsibility for information that you entered incorrectly.

Cancel Add To Cart

5. Repeat for each child if applicable.
6. When ready, click **View Cart / Checkout** and follow the on-screen checkout instructions.