PushCoin

New Lunch & School Fee Payments Procedures

This school year, Downers Grove Grade SD 58 will be using a new and more convenient service for paying for school fees and funding middle school students lunch accounts called **PushCoin**.

SIGN UP

Follow these steps to create and link your parent account to your student.

1. Go to **www.pushcoin.com**. Use the **latest internet browsers** as they are the most secure.

2. Sign up as a parent or guardian. Either click on **I don't have an account** and fill out the form **or** use an accelerated sign up by clicking on the Facebook, Gmail, LinkedIn or Hotmail links.

3. Add your student to your PushCoin account by clicking **Add User**. Enter the unique PushCoin Registration Code which was emailed in June. If you don't have the unique code, click **Request Student Access**.

4. Information about the student should appear on the screen. Verify the information is correct and click **Confirm**.

If you have multiple students, repeat steps 3-4 for each of the students.

PAYING FOR SCHOOL FEES

When school fees appear on your students account you will see a red negative balance under **Fees Balance**. You can review the assigned fees under **School Fees** tab. To pay for school fees, click **Pay Fees.**

If you have a positive balance in your student's wallet, you can use that balance to pay for school fees (friendly reminder: *don't forget to keep a balance there for your middle school student's purchases at the school cafeteria. This is available at Herrick and O'Neill Middle Schools only*).

If you are using a credit or debit card to pay for school fees or add funds to your student's wallet, you will need to enter the CVV number that's on the back of the card.

FUNDING

Set up your payment method by clicking on **Accounts** and then click on **Add Account**:

- Electronic check (eCheck). The eCheck funding option is always FREE for parents and all school districts working with PushCoin

- **Credit Card (Visa, MasterCard, Discover).** There is an additional fee of 2.9% + $0.25 per transaction to use credit or debit cards. This fee is charged by the card processor (Not PushCoin). Downers Grove Grade SD 58 does not make any profit on this fee. The fee will be in addition to the original transaction amount. You will be able to see the total cost before submitting the transaction.

To add funds to your student wallet/lunch account, click **Users** and **Fund Wallet**.

What to expect when using PushCoin?

- PushCoin.com is a **mobile-friendly website**. You can use a smartphone or a tablet to pay for school fees or fund and monitor your students' lunch account. The site will adjust to your device's screen and act like an APP.

- Every student in PushCoin has two sub accounts: **Wallet & Fees.** The *Wallet* is a discretionary spending account. If you have ever sent your children to a camp and provided money for a "camp store" this is essentially what the wallet provides, except YOU determine how funds are used, they don't belong to the district. This is a great way to provide funds for lunches or incidentals, such as field trips, without needing to find cash each morning as your children run out the door. The *Fees* account is used by your school district to communicate owed fees. The Wallet funds can be used also to pay for school fees and optional items listed on your school district's webstore.

- You will be notified via email when your child makes a purchase using their PushCoin wallet funds or when your account balance is low. To adjust the frequency of your email notifications, log into your PushCoin account and click on **Settings**.

- You may check your student's transaction history by logging into your PushCoin account and clicking **Transactions**.

- You can deposit funds to your student wallets by clicking **Fund Wallet.** This is used for Middle School lunch accounts only.

- You can transfer wallet funds between your students by clicking **Move Money**.

- If funding electronically, the minimum transaction amount is $35. This minimum exists to allow your school district to keep E-Check transactions free of service charges, and keep the credit card charge to a minimum. There is no minimum transaction amount when funding by physical check.

If you have questions about your PushCoin account, contact your school or PushCoin via email at ask@pushcoin.com.