## Update: June 2, 2017

Your student's fees will be live in the District Webstore/PushCoin on June 2nd.

By June 2nd, you should have received an email with your registration codes from PushCoin. If you have not received an email from PushCoin, please check your SPAM Folder or email ask@pushcoin.com.

**Student fees are due on August 15, 2017**. If you believe your family may qualify for the Federal Free & Reduced Lunch Program, applications for the 2017-2018 school year will be available in July. Even if you currently qualify, you must re-apply at that time. If you no longer qualify for the program for the 2017-2018 school year, your child's registration fees will be due on August 15, 2017.

If you have any questions or concerns regarding fees, please contact Student.Fees@d300.org.

# Update: May 31, 2017

Currently the District's Webstore/RevTrak is not available for you to pay school fees because we are performing a platform upgrade from RevTrak to PushCoin. The system will be back online by June 1 at noon. The District's Webstore will be transitioning from RevTrak to PushCoin.

PushCoin provides a single payment platform with user-friendly features:

- Mobile-friendly website
- Electronic payment options with eCheck and Debit/Credit cards
- Transactions fees for payments with eChecks are Free
- Debit/Credit Cards transaction fees are absorbed by the District
- Ability to transfer funds between students using Move Money feature to transfer a
  portion of a deposit or balance to another student in the same family

#### SIGN UP

Starting June 1<sup>st</sup>, you can follow these steps to create an account and link your account to your student.

- 1. Go to **pushcoin.com** (we recommend using the latest version of your internet browser, as it should be the most secure).
- 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 will be emailed to you by PushCoin on June 1<sup>st</sup> or use the **Find a Student** function and enter the required fields.
- 4. Information about the student should appear on the screen. Verify the information is correct and click "Confirm."

### **PAYING FOR SCHOOL FEES**

When District 300 assigns school fees to your student, in addition to an invoice you'll receive in June, you will also see a red negative balance under **Fees Balance**. You can review the assigned fees under the **School Fees** tab.

If you are using a credit or debit card to pay for school fees, 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 free to parents
- Debit or Credit Cards (Visa, MasterCard, and Discover) are also accepted. You will be able to see the total cost before submitting the transaction.

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