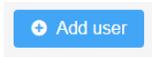# School Fee Payment Procedures

Bloomingdale SD13 uses **PushCoin,** an online service, for parents to pay for school fees. PushCoin.com is a mobile-friendly website. You can use any Internet enabled device, including a smartphone or tablet, to pay for school fees. The site will adjust to your device's screen and act like an App. You might consider bookmarking the site: https://www.pushcoin.com for quick access.

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. Either click on **I don't have an account** and fill out the form using a valid email address **or** use an accelerated sign up by clicking on the Gmail, LinkedIn or Hotmail links.

3. Add your student to your PushCoin account by clicking the **Add User** button. Enter the unique PushCoin Registration Code which has been sent from support@pushcoin.com to the email address that you have provided to SD13 when registering your student. 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 your students.

PAYING FOR SCHOOL FEES

When school fees appear on your students PushCoin 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.**

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 or Debit Card (Visa, MasterCard, Discover).** There is an additional fee of 2.79% + $0.25 per transaction to use credit or debit cards. This fee is charged by the card processor (Not PushCoin). SD13 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. 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. This CVV number is not retained by the district or by PushCoin.

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