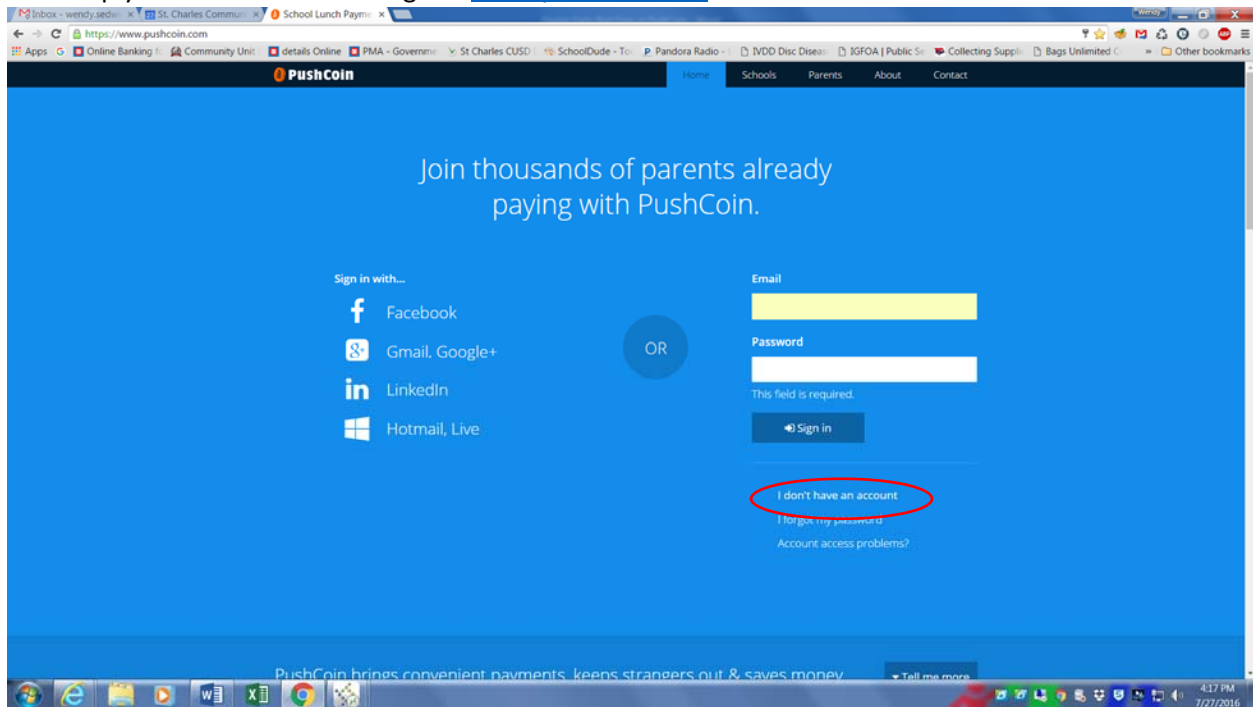
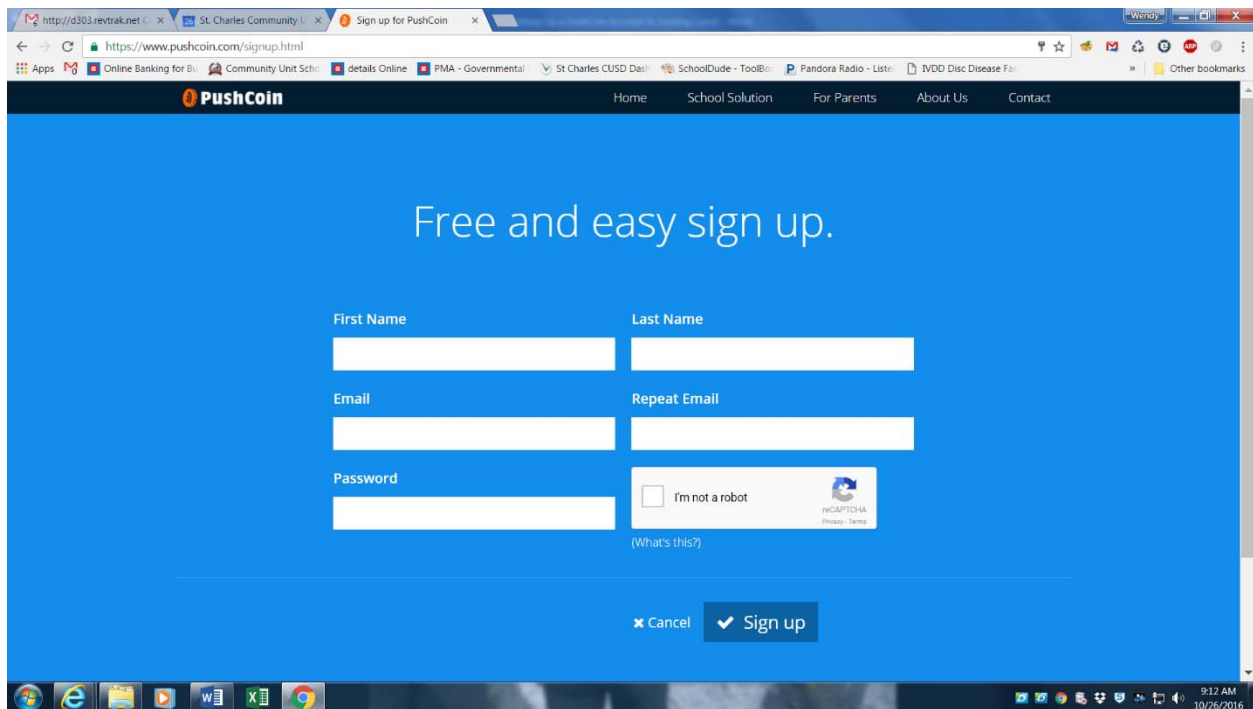


## Setting Up a PushCoin Account, Funding Your Account & Paying Student Fees

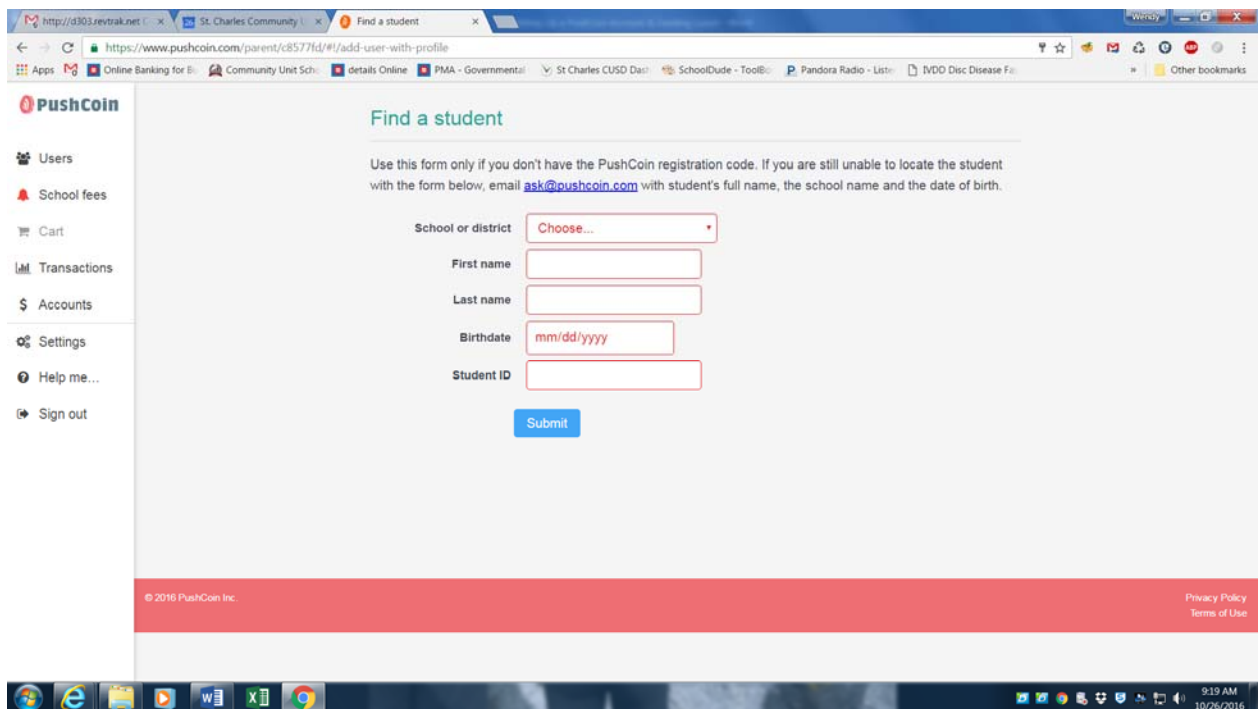
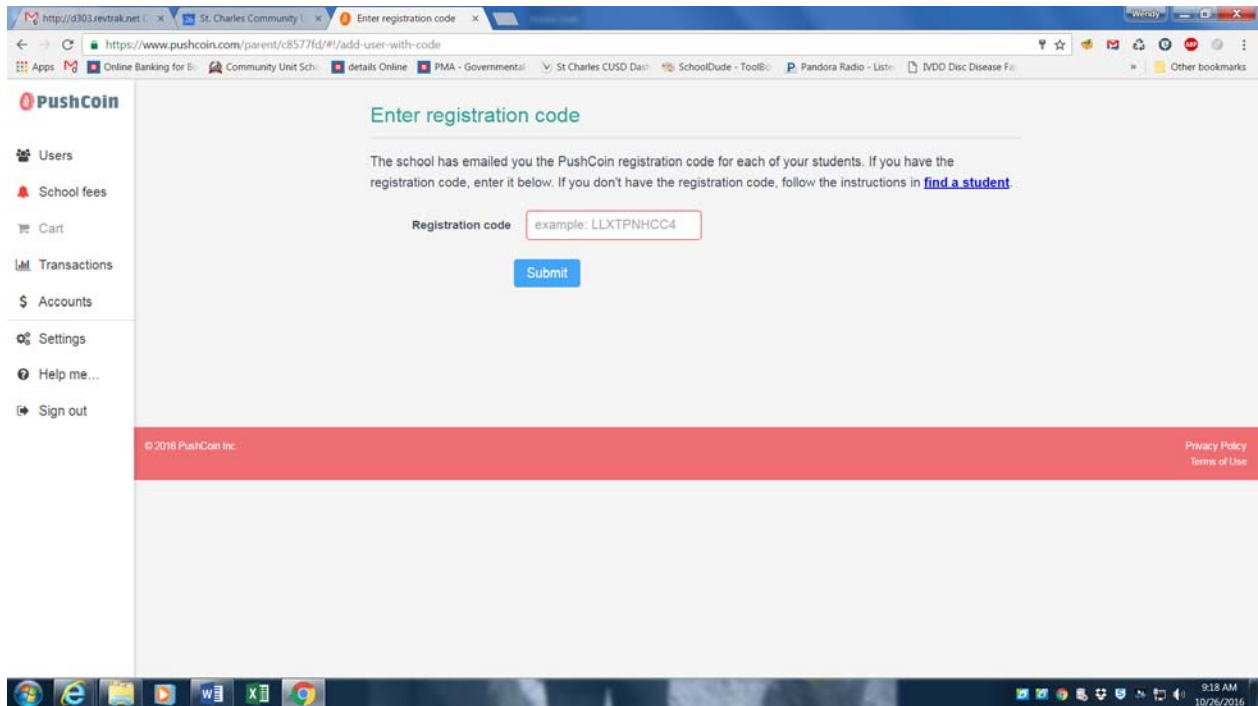
To set up your PushCoin account go to [www.pushcoin.com](http://www.pushcoin.com) and choose “I don’t have an account”.



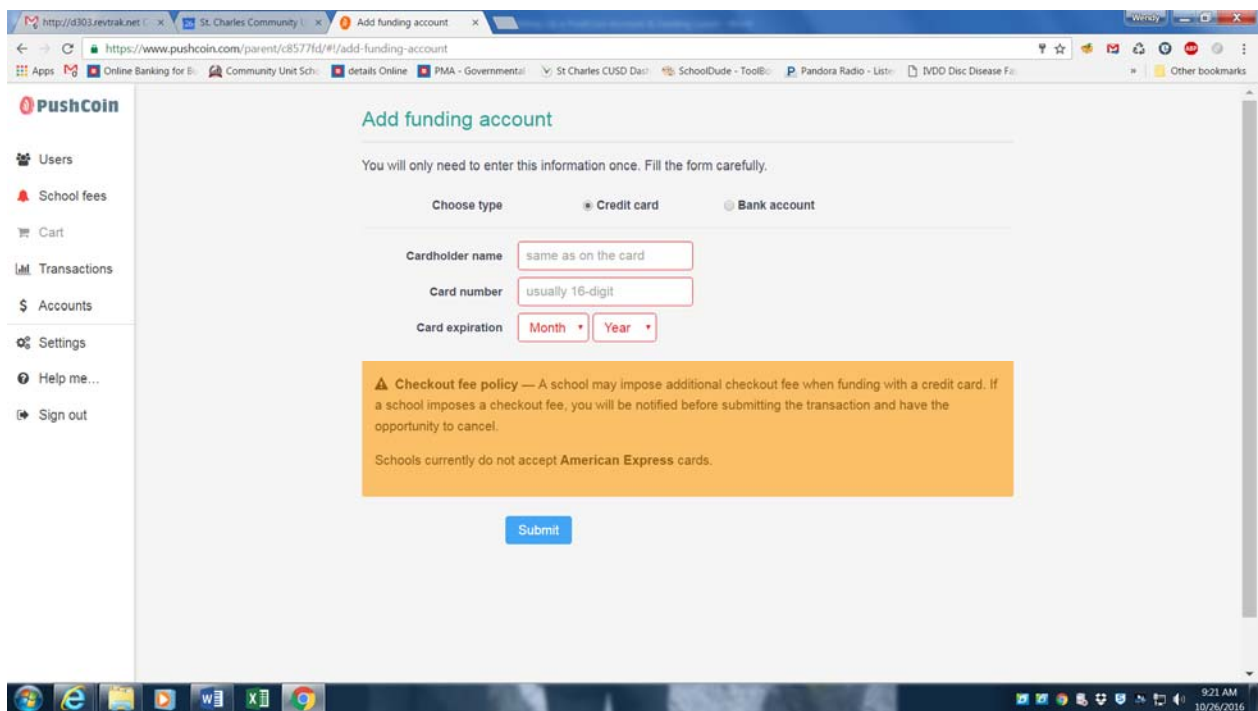
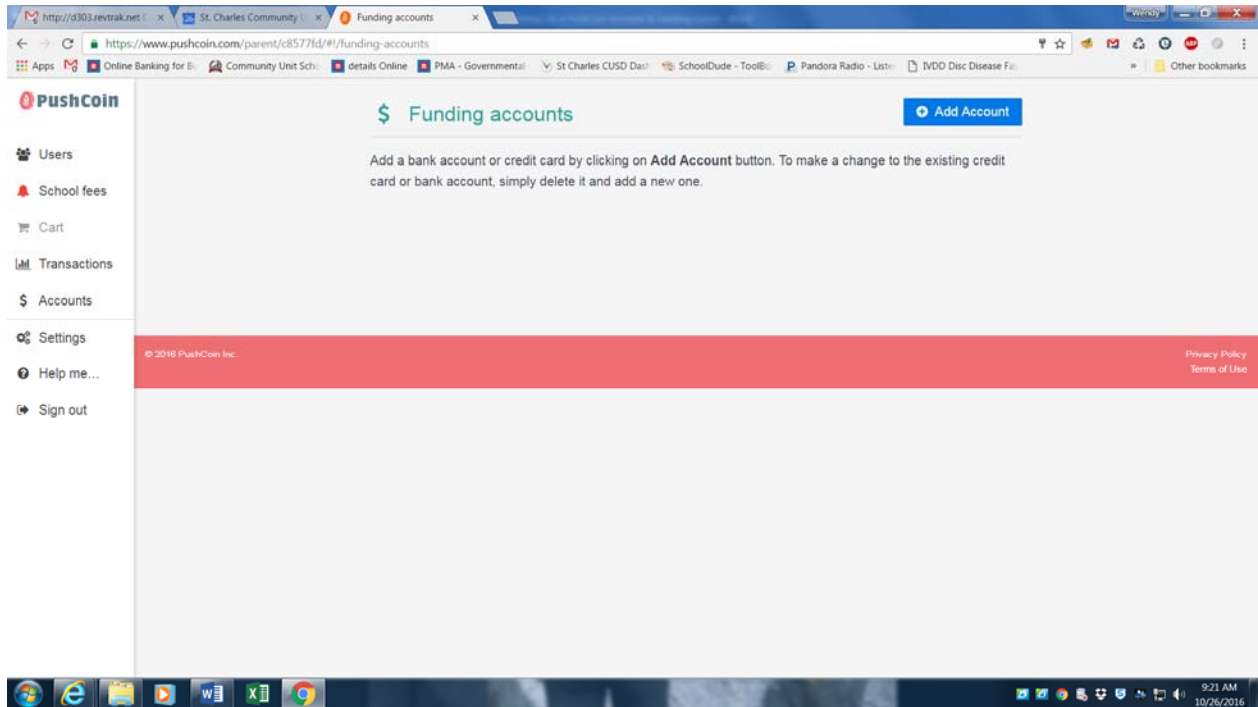
Then enter your information and hit “sign up”. When you click the box in front of “I am not a robot” you will be asked to select certain boxes based on a question. You enter the password you would like to use.



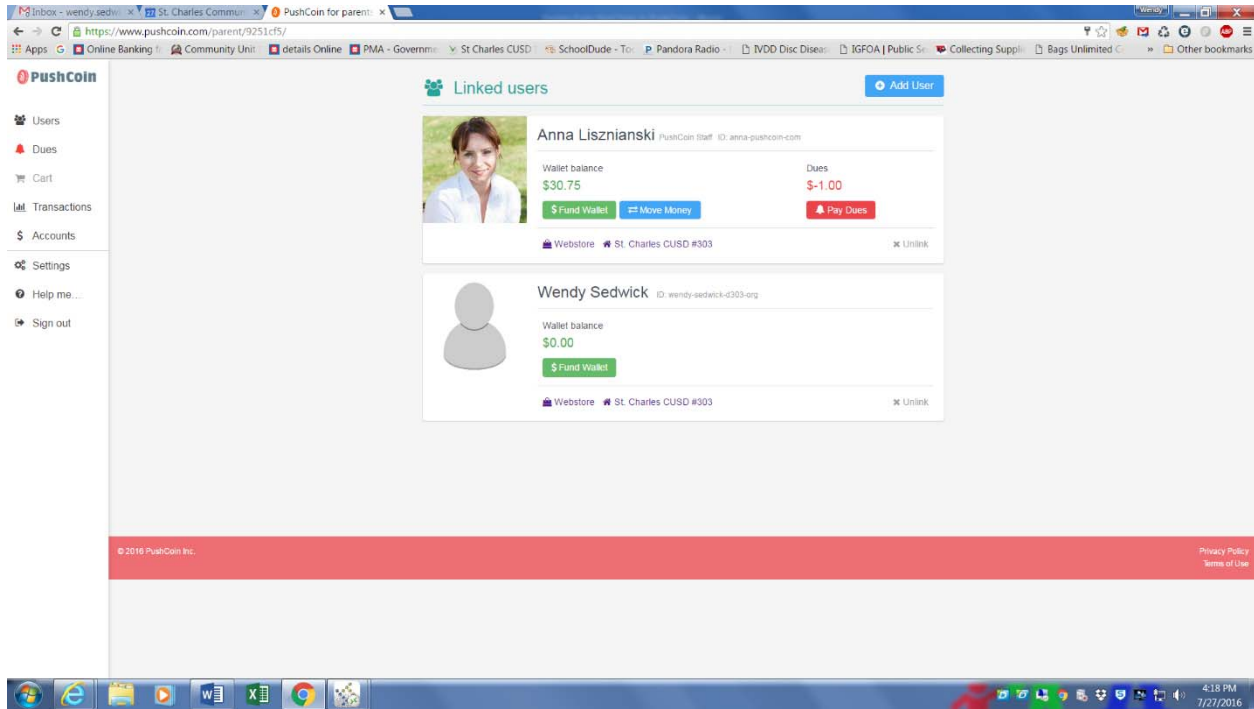
To link your students to your account. You can either enter their registration code if you have it (you can get this code from the school or Wendy Sedwick in the Business Office) or click “find a student” and choose the District, St. Charles CUSD 303, then enter your students first name, last name, date of birth and their student ID, then hit submit. You can continue this process until all of your students are added.



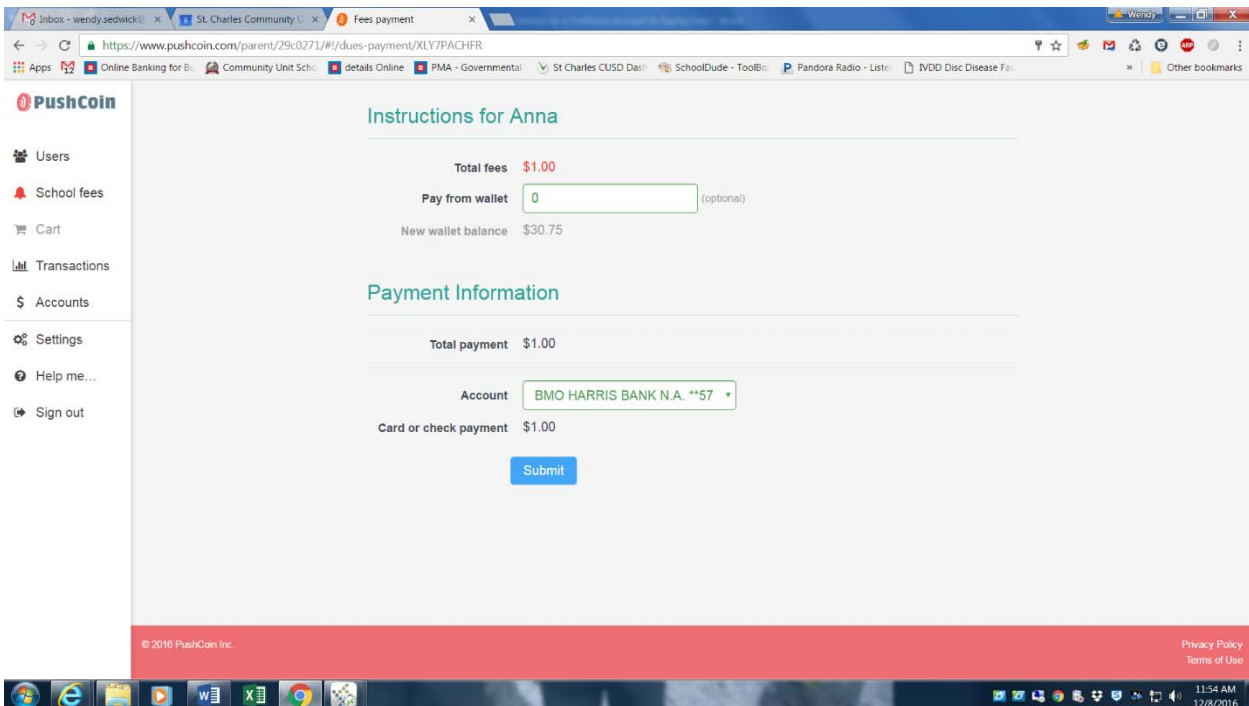
Once you have finished adding your students, you will need to enter a funding account. Click on the blue funding “Add Account”, then choose either “credit card” or “bank account” and enter the corresponding information.



Now you can pay your student's fees. To get back to your students click on "Users" on the left hand side of the screen. Then click on the red "Pay Fees" button under the student for which you wish to pay fees.



If you are using a bank account to pay you will then just hit the submit button and your purchase will be complete. If you are using a credit or debit card you will need to enter the CVV number on the back of the card, then you can hit submit to complete your purchase.



Note: If you use a credit or debit card to fund your purchase you will be charged a 2.79% plus 25 cents transaction fee. You can always fund your purchase with an ACH from your checking account at no additional cost.

If you have any questions you can contact your school or Wendy Sedwick in the Business Office at 331-228-4927.