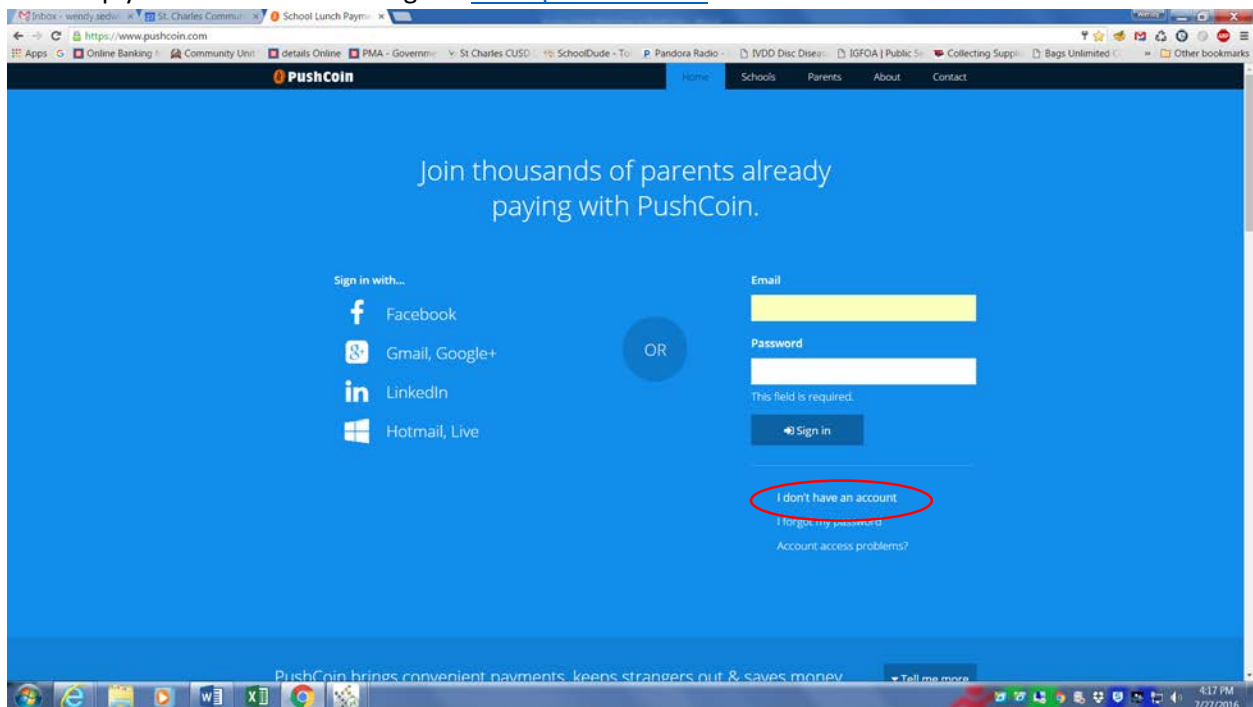
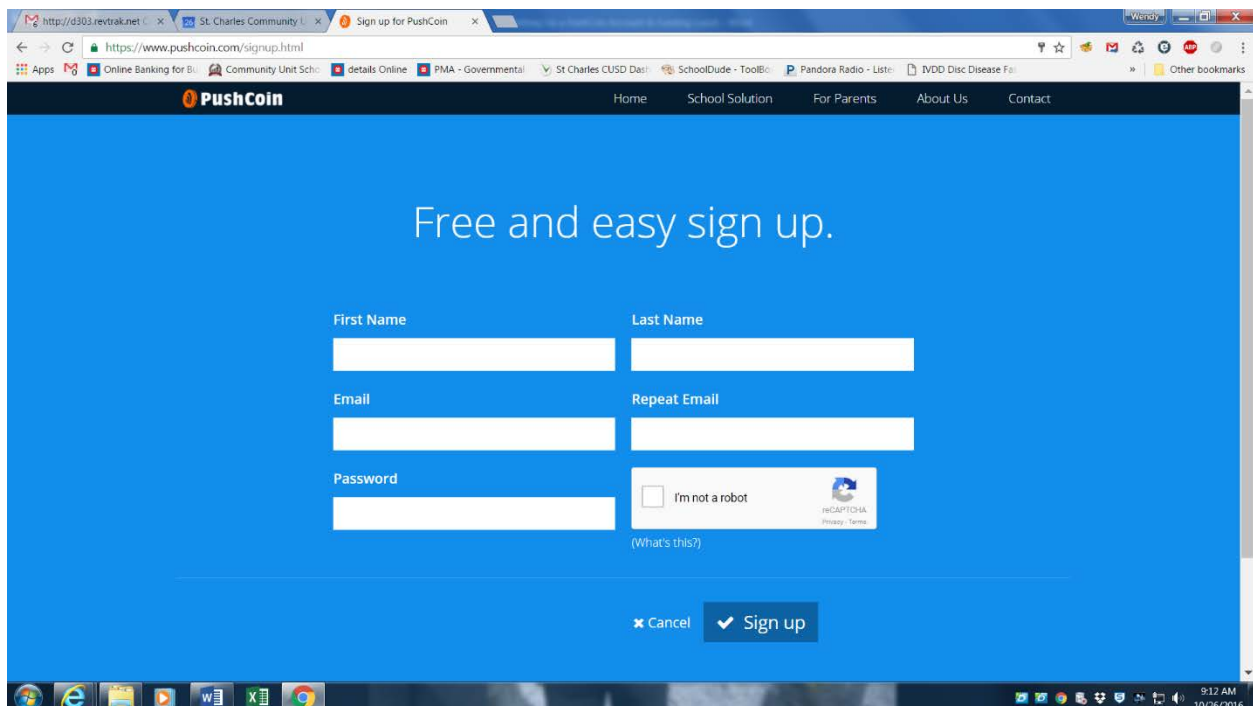


Setting Up a PushCoin Account, Funding Your Account & Paying Student Fees

To set up your PushCoin account go to www.pushcoin.com and choose “I don’t have an account”.



Then enter your information and click “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.

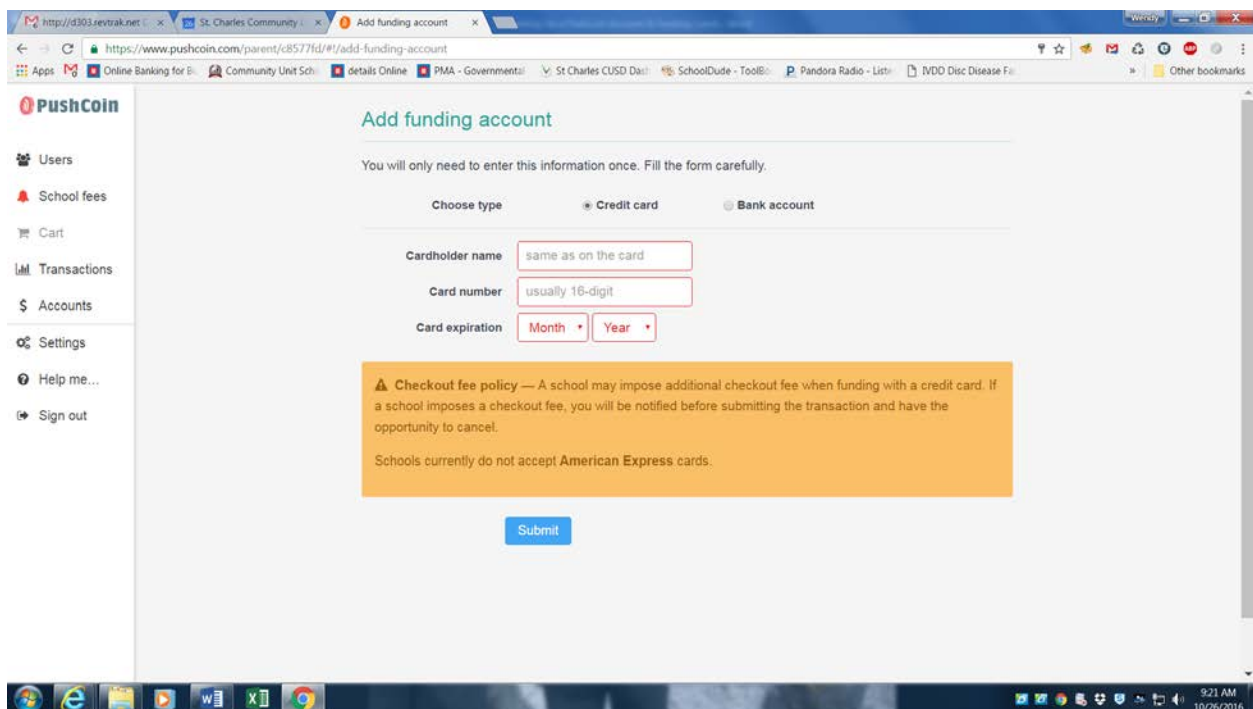
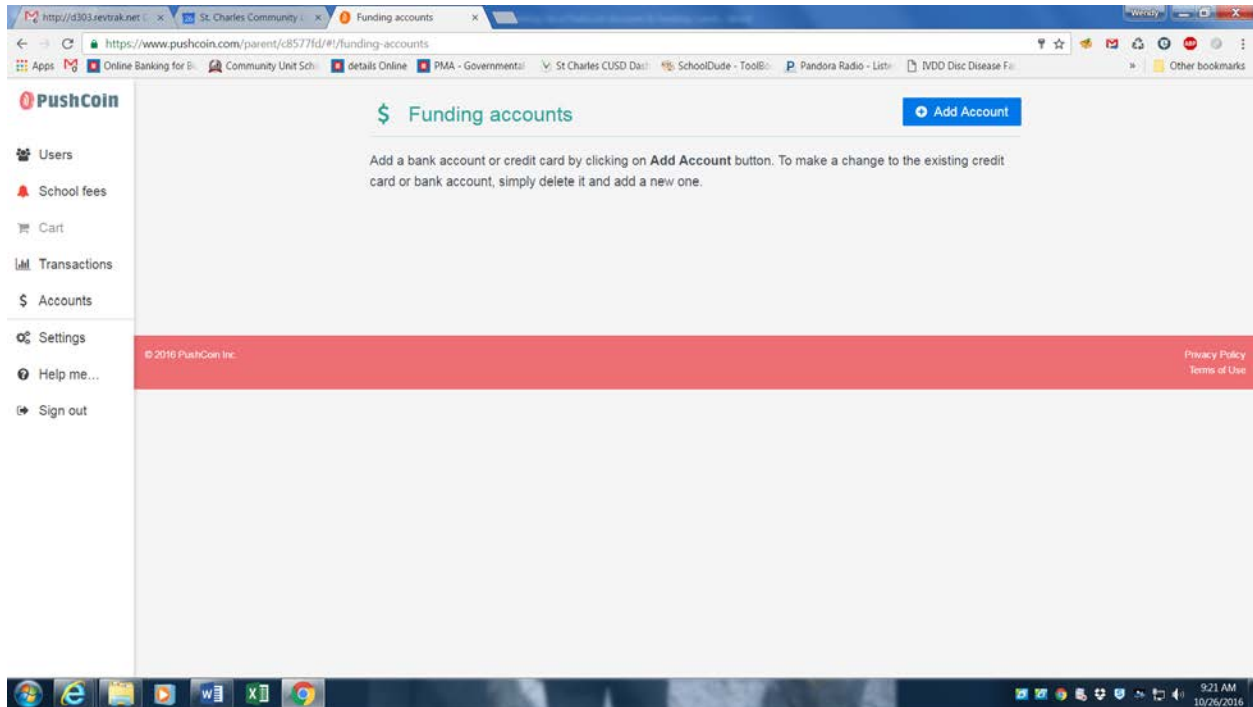


To link your students to your account. You can either enter their registration code if you have it (you can get this code from the school or Wendy Sedwick in the Business Office) or click “find a student” and choose the District, St. Charles CUSD 303, then enter your students first name, last name, date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

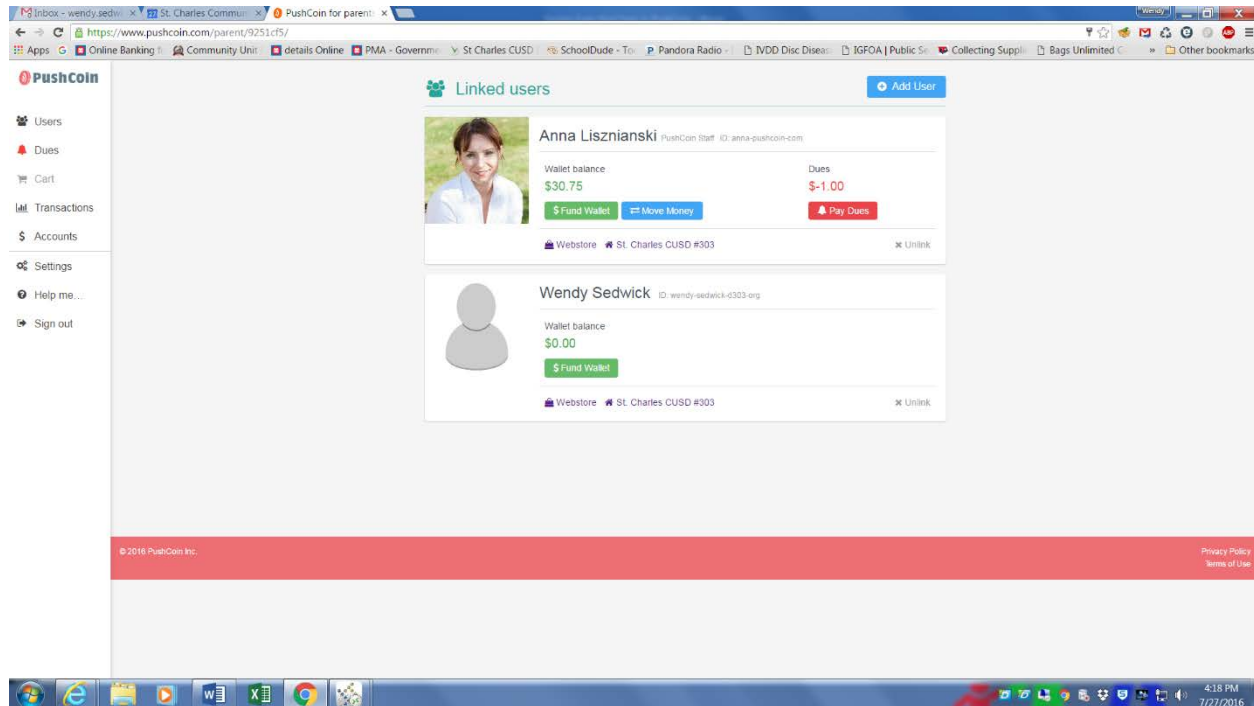
The screenshot shows a web browser window with the URL <https://www.pushcoin.com/parent/c8577fd/#!/add-user-with-code>. The page title is "Enter registration code". The main content area contains the text: "The school has emailed you the PushCoin registration code for each of your students. If you have the registration code, enter it below. If you don't have the registration code, follow the instructions in [find a student](#)". Below this text is a form with a label "Registration code" and a text input field containing the example "LLXTPNHCC4". A blue "Submit" button is located below the input field. On the left side, there is a sidebar menu with the following items: Users, School fees, Cart, Transactions, Accounts, Settings, Help me..., and Sign out. At the bottom of the page, there is a red footer bar with the text "© 2016 PushCoin Inc." on the left and "Privacy Policy Terms of Use" on the right. The Windows taskbar at the bottom shows the time as 9:18 AM on 10/26/2016.

The screenshot shows a web browser window with the URL <https://www.pushcoin.com/parent/c8577fd/#!/add-user-with-profile>. The page title is "Find a student". The main content area contains the text: "Use this form only if you don't have the PushCoin registration code. If you are still unable to locate the student with the form below, email ask@pushcoin.com with student's full name, the school name and the date of birth." Below this text is a form with the following fields: "School or district" (a dropdown menu with "Choose..." selected), "First name" (a text input field), "Last name" (a text input field), "Birthdate" (a text input field with the placeholder "mm/dd/yyyy"), and "Student ID" (a text input field). A blue "Submit" button is located below the input fields. On the left side, there is a sidebar menu with the following items: Users, School fees, Cart, Transactions, Accounts, Settings, Help me..., and Sign out. At the bottom of the page, there is a red footer bar with the text "© 2016 PushCoin Inc." on the left and "Privacy Policy Terms of Use" on the right. The Windows taskbar at the bottom shows the time as 9:19 AM on 10/26/2016.

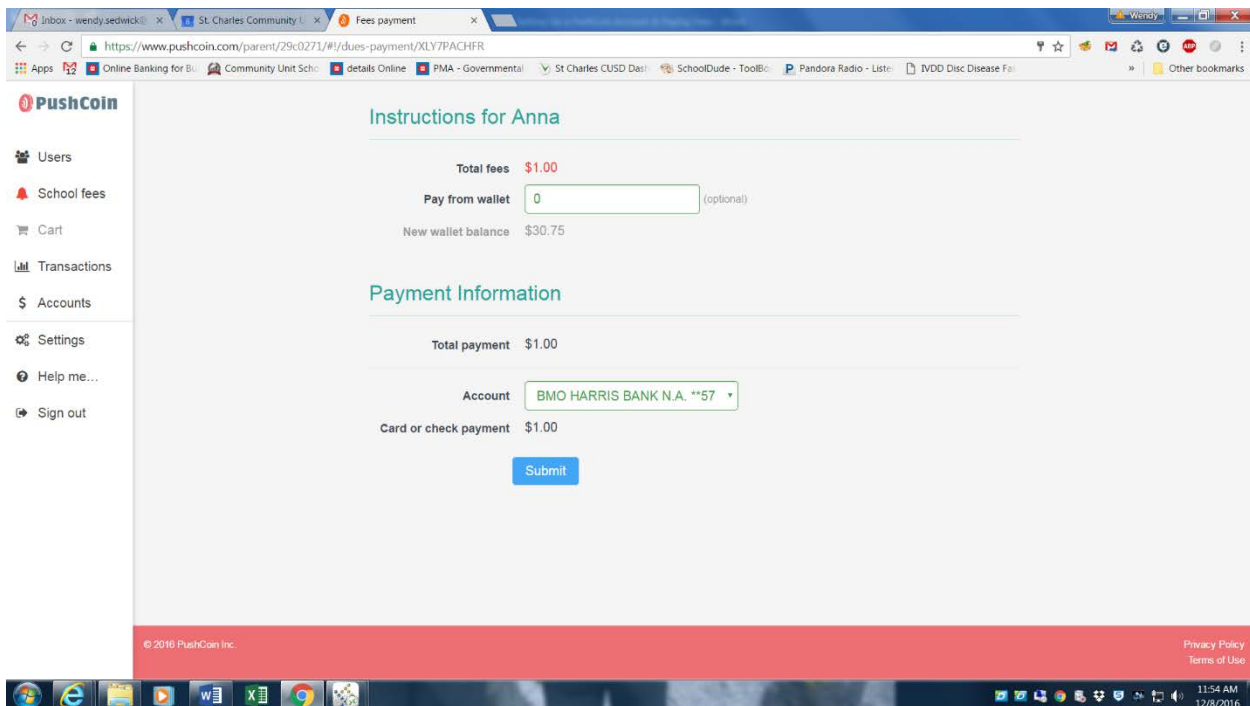
Once you have finished adding your students, you will need to enter a funding account. Click on the blue funding “Add Account”, then choose either “credit card” or “bank account” and enter the corresponding information.



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% 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.