

PushCoin

Online Payment Portal for School Fees, Lunch Accounts, & School Webstore

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

- Mobile-friendly website.
- Free electronic funding option with eCheck.
- Email notification with detailed purchase information or when the account balance is low.
- Ability to check your student's transaction history.
- Ability to transfer funds between students using the move money feature.
- PushCoin wallet balances may also be used to pay for items at the bookstore, school activities, and fees.

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**.
 - i. Click link **Request student access** and enter the required fields.
 - ii. Check box to certify you are authorized to access student record.
 - iii. Click **Submit**.
 - iv. Information about the student should appear on the screen. Verify the information is correct and click **Confirm**.
4. Repeat **Step 3** for additional students.

PAYING FOR SCHOOL FEES:

When IPSD Central Office assigns school fees to your student, in addition to an invoice you'll receive, you will also see a red negative balance under **Fees Balance**. You can review the assigned fees under the **School Fees** tab. A minimum payment of \$50 is required.

If you have a positive balance in your student's wallet, you can use that balance to pay for school fees or make a purchase on the webstore (friendly reminder: don't forget to keep a balance there for your student's purchases at the school cafeteria).

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 is found 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 and to IPSD 204.
- Debit or Credit Card (Visa, Mastercard, Discover). There is an addition fee of **2.90% + \$0.25 per transaction** to use credit or debit cards. The fee is charged by the card processor and was approved as a pass-through fee by the Board of Education. You will be able to see the total cost before submitting the transaction.

ADD FUNDS TO YOUR STUDENT WALLET/LUNC ACCOUNT

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

USING THE WEBSTORE

Under the student photo, click on **Webstore**. Either click the school filter or type “Graham” in the search bar. This will bring you to the list of store options – **some of which are separated by grade level** – where you can pay for such items as school planners, Scholastic News, and the eventual inclusion of school spirit wear.

MOVE FUNDS BETWEEN STUDENTS

To move funds, click on the **Move Money** button, select a Recipient, and enter the amount you wish to move.