

PushCoin

Online Payment Portal

(School Fees/Lunch Accounts/Athletic & Activity Fees)

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

- Mobile-friendly website.
- **FREE** electronic funding option with eCheck.
- Email notifications 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 Funds feature
- PushCoin wallet balances should be used for optional Webstore purchases such as field trips

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 Student**. (Note: Repeat this step for each student)
 - 1) Click link "**I don't have a code**" and enter the required fields (*)
 - 2) Click Submit
 - 3) Information about the student should appear on the screen. Verify the information is correct and click **Confirm**.

FUNDING

Set up your payment method by clicking on **Accounts** and then click on **Add Source**:

- (FREE) 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 additional fee **of 2.9% + \$0.25 per transaction**. This 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.
- 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 on the back of the card.

PAYING FOR SCHOOL FEES

When IPSD Business Office assigns school fees to your student, in additions to an invoice you will receive, you will also see a red negative balance under **Fees**.

To pay fees click on the Pay Fees button and follow the prompts on the screen. If making a partial payment, a minimum payment of \$50 is required. You can review and print fee statements under the **Statements** tab.

If you have a green 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: *do not forget to keep a balance there for your student's purchases at the school cafeteria*).

ADD FUNDS TO YOUR STUDENT WALLET/LUNCH ACCOUNT

To add funds to your student wallet/lunch account, click **Students**, under the student picture click on **Fund Wallet**.

MOVE FUNDS BETWEEN STUDENTS

To move funds, click the **Move Funds**, select a Recipient, enter amount you wish to move to that student.

-Note: This button only appears if there is more than one student linked to a parent account

FAQ's

- Q. What if I do not want to receive my student's daily purchase receipts?
A. You can configure your notification preferences under the Settings tab after logging in to your PushCoin account.
- Q. Can students share a PushCoin Wallet?
A. No, each student must have their own PushCoin wallet.
- Q. What if my student qualifies for free or reduced-price lunch?
A. If your student qualifies for free or reduced-price lunch, your student will pay by showing the student ID card and PushCoin will automatically apply the discount to your student's purchase.
- Q. What if my student qualifies for a fee waiver?
A. If your student qualifies for a fee waiver for the school year, your PushCoin account will automatically be updated and all eligible fees specific to that school year will be adjusted to \$0.00.
- Q. What happens if I forget to add funds to my student's PushCoin wallet?
A. By linking your parent account to your student's account now, you will receive notifications about account balance information.
- Q. When can I fund my student's PushCoin Wallet?
A. As soon as you link your parent account to your student's account.
- Q. What if I have more questions about PushCoin?
A. If you have questions about your PushCoin account, you can contact your school, or the business office (630) 375-3064 or by email at pushcoin-help@ipsd.org
- Q. How do I view my student's lunch purchases?
A. Go to Transactions, specify the date range you wish to view (Start/End Date), select Student's Name, and Account (Wallet or Fees), then click View.
- Q. Why did I receive a deposit receipt for a deposit I did not make/authorize?
A. Payments made at school will be deposited into the student's PushCoin account. Schools cannot access your funding sources. The note on the receipt will state cash/check and details regarding the payment.
- Q. How do I access the Webstore through my PushCoin account?
A. Click on the Webstore button below the student photo.
- Q. Can I make a purchase for one of my student's using my other student's Wallet funds?
A. No, you need to transfer the funds to the student you are making the purchase for first, then make your purchase.

NOTE:

- Transfers/Move Funds cannot be completed until the funds have settled in the school district bank account. eChecks will take 5 business days and Debit/Credit cards take 2-3 business days after the deposit date to settle.
- The \$35 minimum no longer exists. You may use the pre-defined drop-down funding amounts or enter the exact dollar amount.