

PARENT INSTRUCTIONS



App "Purchase" from Apple App Store or Google Play Store

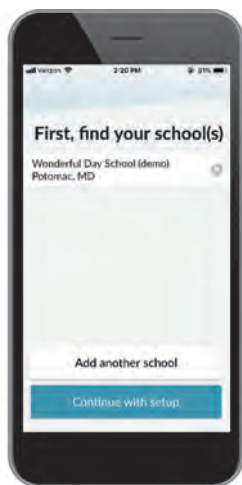
- ◆ Access your App Store (either Apple or GooglePlay)
- ◆ Search for "MySchoolWallet" and the MySchoolWallet app should be found



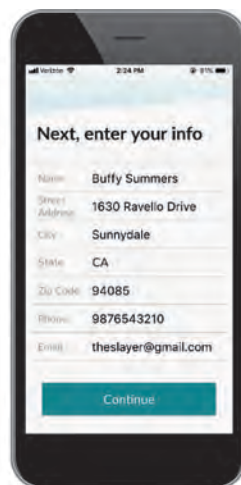
App Set-up First Time - School Selection, Parent and Student Information

- ◆ From your smartphone screen, Tap on the app icon to open the app
- 1. Search the school name you would like to add. Confirm the school has been found
- 2. Enter Parent information & tap "Continue"
- 3. Add One or More Students to your profile and tap "Continue"
- 4. Watch for the Success Screen
- 5. View your personal information at any time from the Settings Screen by tapping on the "gear" icon on the upper right of your screen

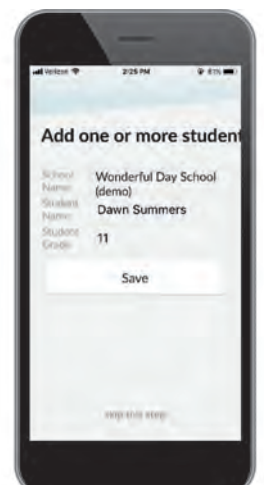
1.



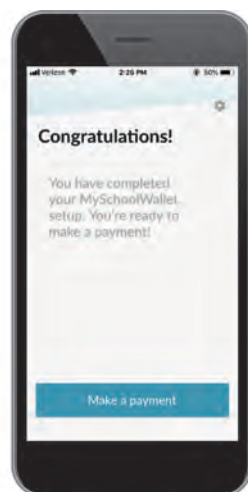
2.



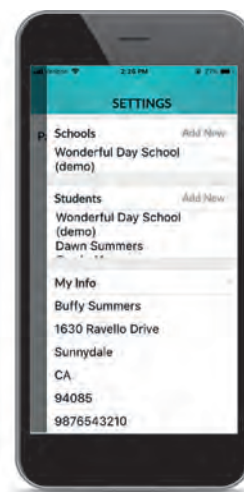
3.



4.



5.

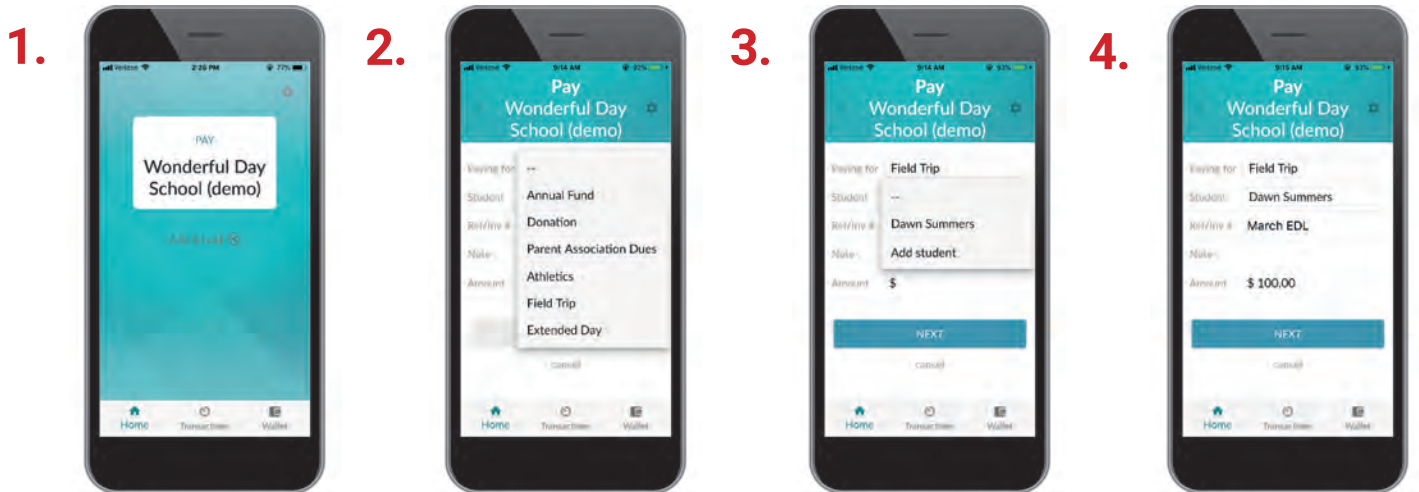


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Making a Payment via MySchoolWallet App

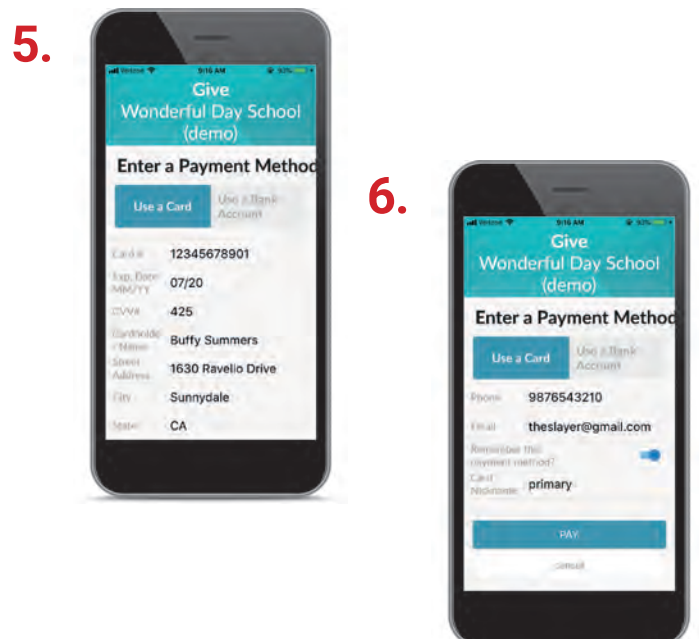
◆ From your smartphone screen, Tap on the app icon to open the app

1. Select the school you would like to pay from the app Home Screen
2. Confirm what you are paying for from the drop down
3. Confirm which student the payment is for from the drop down
4. Enter in the Invoice Information and Dollar Amount provided by the school



If Paying via Card...

5. Select payment method from the top of the screen. Your name and address will be prepopulated. Complete the card information
6. Scroll to the bottom; Choose if you want to save payment information. Tap "Pay"



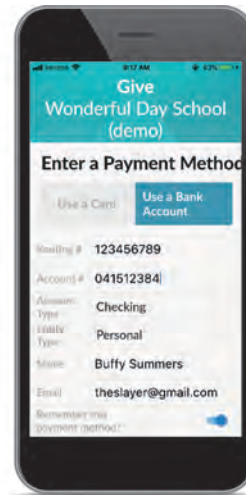
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If Paying via Bank Account...

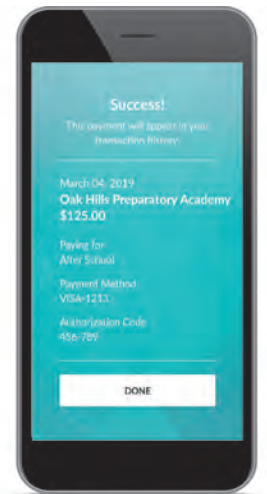
7. Complete the Bank Account Information. Scroll to the bottom; Choose if you want to save payment information. Tap “Pay”

8. A “Success” screen will show when the transaction completes

7.



8.



Reviewing Transaction History in the MySchoolWallet App

◆ From your smartphone screen, Tap on the app icon to open the app

1. Select “Transaction” from the bottom of the Home Screen

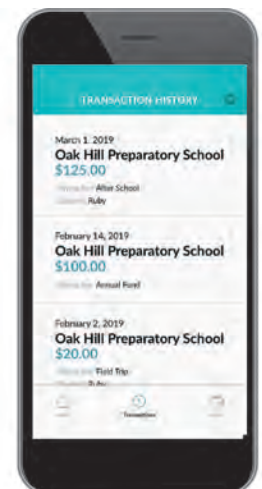
2. You will see a listing of your previous transactions including Date, Dollar Amount, What and Who the transaction was made for.

Note: Your school financial administrator will be able to review the exact payment information as the app.

1.



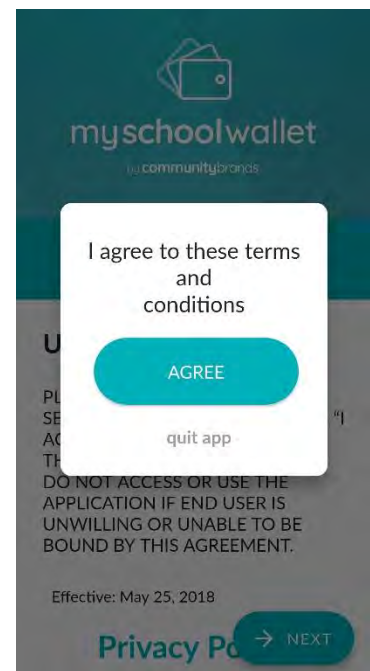
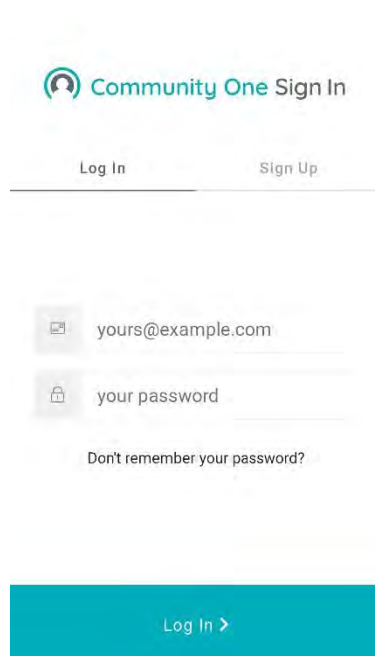
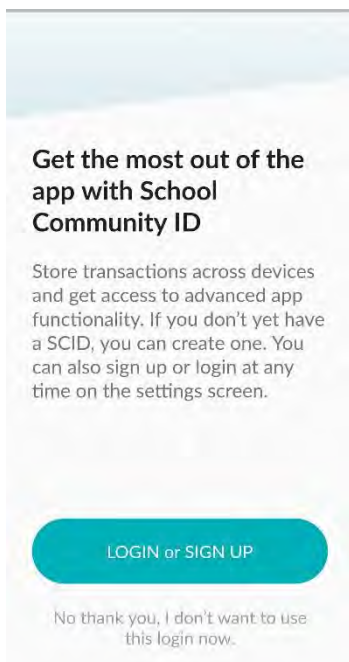
2.



Creating a School Community ID (SCID)

When you first download the app, it will ask if you want to sign up with an account. Creating an account will make future transactions easier and more expedient.

It will take a few minutes to complete all the information, but you will only have to do this once.



Paying for Items

Once you have signed in with your account and chosen Mother Seton School, you will be able to pay for items.



Pay
Mother Seton School

Paying for *
--
Add student

Student
Moira Tayler

Note

Amount * \$

Payment Method *
--

NEXT

BACK

Select or Add the name and grade of your oldest student. In the **Note** box, add any pertinent information for your order, e.g., quantity of each item, field trip destination, special instructions, etc.

In the Amount box, please put the **TOTAL AMOUNT** of your order. *For example*, if you are purchasing 2 adult tickets to the Spaghetti Dinner, you would put \$24. If you are purchasing one child ticket, you would put \$8.

Select your payment method (if saved) or Enter a New Method. Click **Next** and enter your payment information on the following screen.

You will be given a chance to review your selections.

Repeat the process to purchase additional items.

You are about to make a payment to
Mother Seton School
in the amount of
\$24.00

I understand that there are no
refunds on service fees paid.
[READ FULL CONDITIONS](#)

Paying for
HSA Spaghetti Dinner
Adult Ticket (14+) - \$12

Student
Moira Tayler

Notes ^

Take out

Payment Method