PushCoin

New School Fee Payments Procedures

Millburn School District offers a convenient service to pay for school fees and funding school lunch accounts called **PushCoin**.

SIGN UP
Follow these steps to create a parent account and link it to your student.

1. Go to www.pushcoin.com.   Use the latest internet browsers, as they are the most secure. (Note: Do not use Internet Explorer, as it is no longer supported.)

2. Sign up as a parent or guardian.   Click on either **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.** The unique PushCoin Registration Code will be emailed from PushCoin Support. (Note: if you have not received an email from PushCoin within a day of receiving the email from Millburn, check your SPAM folder.) If you don't have the unique code, click **I don't have a code.**

4. Information about the student should appear on the screen. Verify that the information is correct and click **I Confirm.**

If you have multiple students, repeat steps 3-4 for each of the students.

PAYING FOR SCHOOL REGISTRATION FEES
When school registration fees appear on your student's account, you will see a red negative balance under **Fees**. You can review the assigned fees under the **Statements** tab.   To pay for school fees, click **Pay Fees.**

PAYING FOR LUNCH, ACTIVITIES, CLUBS, etc.
You can pay for activities and clubs through the school district's webstore (https://store.millburn24.net/) that lists all available items. Lunches are paid for by adding funds to your student's wallet.

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

- **Electronic check (eCheck).** The eCheck funding option is always FREE for parents and the school district.

- **Credit Card (Visa, MasterCard, Discover).** There is an additional fee of 2.95% + $0.28 per transaction to use credit or debit cards. The card processor (not PushCoin) charges the fee. Millburn School District does not make any profit on this fee.   The fee will be in addition to the original transaction amount.   You will be able to see the total cost before submitting the transaction.

Whenever you use a credit or debit card to pay for school fees or add funds to your student's account, you will need to enter the CVV number that is on the back of the card.

01/30/2023

What to expect when using PushCoin…

- PushCoin.com is a **mobile-friendly website**. You can use a smartphone or a tablet to pay for school fees or fund and monitor your student's lunch account. The site will adjust to your device's screen and act like an app.

- Every student in PushCoin has two sub accounts: **Wallet and Fees**.

    Wallet account – this is a discretionary spending account. YOU determine how funds are used – they don't belong to the district. Wallet funds can be used to pay for lunches and optional items listed on the school district's webstore https://store.millburn24.net/ such as gym t-shirt, field trips, etc.

    Fees account is used by your school district to communicate owed fees. Invoicing for registration, Millburn Before and After Care, and other fees will be sent through student fee accounts.

- You will be notified via email when your child makes a purchase using their PushCoin **Wallet** funds or when your account balance is low. To adjust the frequency of your email notifications, log into your PushCoin account and click on **Settings**.

- You may check your student's transaction history by logging into your PushCoin account and clicking on **Transactions**.

- You can deposit funds to your student's **Wallet** by clicking on **Fund Wallet**.

- You can transfer **Wallet** funds between your students by clicking **Move Funds.**

- If you have an outstanding balance in your student's **Fees** account, you will be sent an electronic invoice once a month.

- If you would like to see items or programs that are offered by the school district, you will see **Webstore** below **Fund Wallet**.

If you have a technical question about your PushCoin account, please email ask@pushcoin.com.

If you have a question about the school fees billed in PushCoin, contact your child's school:

<div align="center">

Millburn Elementary – 847-356-8331
Millburn Middle – 847-245-1600

</div>

01/30/2023