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 may also 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's 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'll 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*: don't 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.

FAQ's

Q. What if I don't 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 be automatically 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) 375-3021 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 link under the Move Funds button.