

## How to Make Donation Using My School Bucks (MSB)

If you wish for the payment on an invoice to be an ECA donation,

**DO NOT PAY THE INVOICE DIRECTLY!**

**INSTEAD** of paying the invoice directly, make a tax credit donation by logging into your PowerSchool account. Access the MySchoolBucks (MSB) store. Choose Make ECA Tax Credit Donation to make the donation.

**If you DO NOT HAVE A MSB ACCOUNT and want to make an ECA Tax Credit donation:**

1. Go [halaveen.com](http://halaveen.com)
2. Click on the "Giving" tab
3. Read the instructions on the "Giving" page, and click the "Proceed to ECA Donation" button at the bottom of the screen.
4. At the MSB school store:
  - A. Enter the amount you want to pay
  - B. Enter the Donor's name, or organization (NOT a Scholar's name)
  - C. Enter the Donor's street address
  - D. Enter the Donor's City, State & Zip Code
  - E. Enter the Donor's email address
  - F. If the donation is intended to support a specific scholar, enter the Scholar's full name
  - G. Click the bubble that corresponds with the area in which the donation will be applied
  - H. Enter the name of the specific tour/sport/activity
  - I. Click the bubble that indicates you understand the ECA donation facts. If you have any questions pertaining to how your donation will be applied at Heritage Academy, please contact our Registrar.  
For questions about how to claim ECA credit on your state taxes, contact your personal tax advisor.
  - J. Click the bubble that corresponds with Laveen campus.
  - K. Click the "Purchase" button to complete this process and move to the next step.
  - L. From the cart, enter the requested information and complete your donation.

**NOTE:** Sometime during the checkout process, you will be given the option to log into MSB or choose "Guest Checkout". If you do not have a MSB account, you can choose Guest Checkout to complete the process. If you have a MSB account, we encourage you to log in and complete your purchase that way. If you want to establish a MSB account and need assistance, please contact the Registrar.

## How to Pay with Account Credit

If you wish for the payment on an invoice to be made with an account credit,

**DO NOT PAY THE INVOICE!**

***IF YOUR SCHOLAR HAS ACCOUNT CREDIT*** and you want to use it to make a payment on an invoice, send an email to the campus Registrar and include the following information:

**In the "Subject" field of the email, type "Pay Scholar Fee With Existing Account Credit"**

**In the body of your email, include:**

**PAY FEE WITH ACCOUNT CREDIT:**

**Scholar's Last Name**

**Scholar's First Name**

**Type of Fee/Invoice to be paid**

**Amount to be paid**

**If you wish to transfer funds between scholars, please use the following format:**

**TRANSFER FROM:**

**Scholar's Last Name**

**Scholar's First Name**

**Amount to Transfer**

**TRANSFER TO:**

**Scholar's Last Name**

**Scholar's First Name**

**Fee/Invoice to be paid with transfer**

**Once the registrar receives the email, payment will be applied the invoice.**