

How to Pay an Invoice with an ECA Tax Credit Donation

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

DO NOT PAY THE INVOICE!

INSTEAD of paying the invoice directly, make a tax credit donation by logging into your PowerSchool account. Access the MySchoolBucks (MSB) store. Choose “*Pay Invoices with Tax Credit*” donation.

Do you have a friend of family member that would like to make an ECA Tax Credit donation?

1. Go halaveen.com
2. Click on the “Giving” tab, then click on “ECA Tax Credit Donation”
3. Click on the red tab “Proceed to ECA Donation”
4. At the MSB school store
 - A. enter the amount you want to pay
 - B. list the donor’s name
 - C. list the donor’s address
 - D. list the donor’s email address
 - E. enter scholar’s name for them to receive the ECA donation
 - F. choose one of the four activity types for this donation
 - G. in last box list which specific trip, sport or fee the donation is for
 - H. If this is just a general donation to be added to the scholar’s credit on their account, type in “general donation”.
 - I. Click the *Purchase* button on the lower right-hand corner of the screen.
 - J. From the cart complete payment information and purchase.

NOTE: Sometime during the checkout process, you will be given the option to log into MSB or choose “Guest Checkout”. You can choose “Guest Checkout” to complete the process.

IF YOUR SCHOLAR HAS ACCOUNT CREDIT we can apply all available account credit to the tour invoice.

If your Scholar earns a tour scholarship, we will also apply that to the tour invoice.