Using the MyKidsSpending website

Use these links to jump to the portion of the guide discussing that topic:

- [Creating your MyKidsSpending account, or adding more students](#)
- [How to log in to your account](#)
- [I can’t log in](#)
- [How do I retrieve my login ID or password?](#)
- [How to make a deposit by eCheck or credit card](#)
- [Setting up automatic funding](#)
- [Viewing account activity](#)
- [Requesting a statement](#)

Please note that the full guide will begin on Page 2.

*If you have any questions, please contact MyKidsSpending Support at support@mykidsspending.com.*
How Do I Create My MyKidsSpending Account?
To register your MyKidsSpending account, or to add a new student to an existing account, go to https://www.mykidsspending.com and select either “Get Started” from the upper banner or the “Create Account or Add Student” button near the bottom. If the school registered your account (you'll usually get an email saying so) and you need a password, please skip to how to request your password.

Here you will enter the e-mail address you would like to use. This e-mail will serve as both your log in ID and also it will be where we send any e-mail correspondence. There are also fields for your first and last name, your phone number, your student's school, your student’s ID number, and your student’s first and last name.

If you are only adding one student, once your information is entered, click the “complete registration” button and you will be taken back to the main page. If you have multiple students to add, clicking on “Register this account” will instead keep you on the same page and allow you to add another student.

At that point we attempt to match the school, student name and ID number, and if we get a match, the account will be set up for you automatically and a confirmation e-mail will be sent providing your password information. If you do not have the student ID number, or we are unable to verify some information you have entered, you'll get an e-mail letting you know that we will keep your registration on file while one of our support team checks the information provided. In most cases the registration can be completed within 24 hours.

Your password can be changed at any time by logging into your account, selecting the Change Password button and following the prompt. E-mail addresses can be updated similarly by logging in and selecting the Change E-mail Address button and following the prompt.

Please consider adding our address AccountSetup@MyKidsSpending.com to your address book so that any correspondence is not accidentally filtered out as spam. We can be contacted at that e-mail if you have any questions.
Logging into your account

The MyKidsSpending website is at: https://www.mykidsspending.com/

To log in, use the e-mail address you signed up with in the first box and the password you were sent in your confirmation e-mail and click the login button. If you are having difficulty remembering your password, please skip to how to request your password.
When I try to log in I get the error: Login Failed! Wrong email or password

This error most frequently occurs if there is a typo in the password, or if you are using a different e-mail address to the one that you signed up with.

If you are certain the e-mail and password are correct and you are still having trouble logging into the site, it might have something to do with the browser that you are using. Older versions of browsers do not support a high enough level of encryption for credit card processing and are blocked for security reasons. Please try with a newer or different browser such as Chrome or Firefox. An alternative is to use a smart phone which typically will have a more recent browser.

One other issue that we sometimes encounter is when users are accessing the website though a computer at work, occasionally the network settings will prevent you from logging in. We don't have any control over that and suggest logging in from your phone using your own internet connection (not through a workplace provided wifi). If you would like to use your work computer, please contact your system administrator.

How do I get my password sent to me?

Type your e-mail address into the “Email Address or logon ID” box, then click on the “Send Password” button. The e-mail should take no more than 30 minutes to arrive, so if you haven't received the link by then, please send an e-mail to support@mykidsspending.com and we will send a link to you manually.

I can't remember my log-in e-mail.

If you can't remember the e-mail address you registered with, please send an e-mail with your student's name, ID number if you have it, and the name of the school they attend to: support@mykidsspending.com.
Making a Deposit

Once you are logged in, you will see the main page for MyKidsSpending account. For the purposes of this guide, the school is our demonstration school, Asgard Academy, but you should see the school name and logo that your student attends.

There are two ways to add funds to your student's account:

The “Fund Accounts” button allows you to make a one-off deposit as needed, using either an electronic check or a credit card.

The “Auto Transfers” button allows you to set up a checking account so that funds will automatically be added to your student’s spending account from your checking account according to the parameters you set. Please note auto-funding requires a checking account and cannot be set up with a credit card.

“Select a Different School”

Allows you to toggle between different schools that your children attend (that also use MyKidsSpending) to make deposits for each child at their respective school.
Fund Accounts

To make a one off deposit, first click the Fund Accounts button. Then enter the amount that you would like to add and then click on the update button on the middle left of the screen.

You are able to deposit different amounts for each of your children

The service charges applicable to each payment option for the amount entered will display. Select the payment option you wish to use to continue: Process Electronic Check or Process Credit Card.
Process Electronic Check

If you do not have a checking account on file, then you will be taken to the Bank Account information screen.

Enter in your checking account information as required. If you do not wish to use Auto Funding, then you can leave the auto funding section alone and just click the Submit button at the bottom of the page. Instructions on setting up Auto Funding appear later in this document.
Once you have submitted your checking account information, or if you already have a checking account on file, then you will be taken to the payment processing screen, seen above. Please take a minute to confirm you are using the correct checking account. If you are not using the correct account, please click on the “Change” button to make the necessary changes.

If you are happy with the total, which includes any processing charges, click on the “Submit” button to process the deposit.

Your request will not be sent until you click the Submit button and your approval code will display at the bottom of the box and you will receive an e-mail confirmation of the deposit.
Process Credit Card

As we do not keep credit card information on file, once you click on the “Process credit card” button, you will be taken to the payment processing screen as shown below.

The total charge, including any processing charges, is displayed at the top.

Enter the card information that you would like to use. We accept VISA, MasterCard, Discover, and American Express.

If you are happy with the total charge and the card information that will be used, please click on the “Submit” button.

You will receive an e-mail confirmation of the deposit.

After successfully making a deposit, either by electronic check or credit card, your account balance on the MyKidsSpending website will immediately reflect your deposit.

The account balance at the school will reflect this deposit once synchronization between the website and the school takes place. While we ask that you leave 24 hours for the funds to be available in case of communication errors, they will often be available more quickly (within 5-10 minutes).
Automatic Transfers

You have the option of saving your checking account information to the MyKidsSpending website, and when your student reaches a certain dollar amount in their account, a deposit will be scheduled for you.

To set up Auto Funding, from the main page click on the “Auto Transfers” button.

Input the checking account information for the checking account you would like to use, if you do not already have it saved. (Please note we are not able to use a credit card for automatic funding.)

Put a check mark in the box marked Enable Auto Replenish to turn auto funding on.

Specify the balance at which automatic funding is triggered. The default is $25, but can be altered. When your student reaches this balance, the auto fund process will begin. We recommend not choosing an amount below what your student might spend in 2 days in order to keep the account positive.

Specify the amount to add to your student's account. The default is $100, but can be altered.

Click on submit to accept the changes.

As an example, if your student's threshold is $25, and their spending activity on Tuesday brings their balance to $20, then you should get an e-mail on Tuesday night letting you know that a deposit has been scheduled.

The deposit itself will then be processed on Wednesday night, and a second e-mail confirming the deposit has been processed will be sent out to you.

An important note on timing: - Setting up auto funding does not immediately make a deposit, it just switches on the auto fund process. If you would like to make funds available for your student to use immediately, the quickest way is making a separate deposit using the fund accounts button.
**Disabling Auto-Funding**

You can turn off auto-funding at any point if you no longer wish to use it, including in-between the first notification email and the actual auto-fund event. We include a link to deactivate auto funding when we send a notification e-mail that a deposit has been scheduled.

Alternatively, you can log in to your MyKidsSpending account and remove the check mark from the Enable Auto Replenish box.

If auto-funding is enabled on your account and the bank for any reason rejects the auto-fund, the auto-fund option will be automatically disabled on your account as a precaution. Therefore, if you get an “e-check failed” email, this means the auto-fund did not take place and the auto fund option has been disabled. You will need to access your MyKidsSpending account, correct whatever error was reported by the e-check failed email, and re-enable auto-funding.
**Viewing Account Activity**

To get a list of your student's spending activity, from the main page, click on the “Summary” link, to the left of your student's ID number to get to the account summary page.

### Account summary

**Alexander Ayala**

Please Select Date Range

*Hint → To select a date range, click on a day on the first calendar for the beginning of the range, and a day on the second calendar for the end of the range. To go to a different month, click on either arrow button next to the name of a month. When you've selected your beginning and end dates, click “Update” to view the purchases from that period.*

**From: 01/01/2017**

<table>
<thead>
<tr>
<th>January 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon</td>
</tr>
<tr>
<td>26</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>9</td>
</tr>
<tr>
<td>16</td>
</tr>
<tr>
<td>23</td>
</tr>
<tr>
<td>30</td>
</tr>
</tbody>
</table>

**To: 01/31/2017**

<table>
<thead>
<tr>
<th>February 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon</td>
</tr>
<tr>
<td>30</td>
</tr>
<tr>
<td>6</td>
</tr>
<tr>
<td>13</td>
</tr>
<tr>
<td>20</td>
</tr>
<tr>
<td>27</td>
</tr>
<tr>
<td>6</td>
</tr>
</tbody>
</table>

**Update**

| | TOTAL |
| Spent During Period | 0.00 |
| Deposits During Period | 19.50 |
| Current Balance | -903.84 |

This page will, by default, show you the current month's activity, but you can use the two calendars on the page to display a custom start and end date. After selecting your date range, click on the update button. The summary section at the top of the page will give you a total for the spending during the period, the amount added to the account during the period and any purchases for the time period selected will be shown at the bottom of the page.

Please note: Your balance is not a real time balance. Your school synchronizes the day's activity with what you see on the web each night, so the balance you see will generally be your child's account balance from the end of the prior day.
Requesting a Statement

From the home page, click on Statements button to go the statements page.

Enable Statement Delivery
Check this box if you would like to request a statement starting on a particular date. (Statement delivery must be enabled.) Choose your starting date in the calendar below, using the arrows to navigate back to previous months, and click Submit at the bottom of this page. Please note that requested statements are generated nightly.

Request copy of statement.
Check this box if you would like to request a statement starting on a particular date. (Statement delivery must be enabled.) Choose your starting date in the calendar below, using the arrows to navigate back to previous months, and click Submit at the bottom of this page. Please note that requested statements are generated nightly.

At what balance would you like to receive a statement? Please enter the number here. (For example, 25 is our default.)

Please select the start date for the statement

<table>
<thead>
<tr>
<th>Mar</th>
<th>April 2018</th>
<th>May</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUN</td>
<td>MON</td>
<td>TUE</td>
</tr>
<tr>
<td>25</td>
<td>26</td>
<td>27</td>
</tr>
<tr>
<td>28</td>
<td>29</td>
<td>30</td>
</tr>
<tr>
<td>31</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>6</td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td>9</td>
<td>10</td>
<td>11</td>
</tr>
<tr>
<td>12</td>
<td>13</td>
<td>14</td>
</tr>
<tr>
<td>15</td>
<td>16</td>
<td>17</td>
</tr>
<tr>
<td>18</td>
<td>19</td>
<td>20</td>
</tr>
<tr>
<td>21</td>
<td>22</td>
<td>23</td>
</tr>
<tr>
<td>24</td>
<td>25</td>
<td>26</td>
</tr>
<tr>
<td>27</td>
<td>28</td>
<td>29</td>
</tr>
<tr>
<td>30</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

On this next screen, you can enable statements by checking the box to “Enable Statement Delivery.” A statement will be sent to you once your student's balance reaches the amount specified at the bottom of the page.

To request a statement on demand, check the “Request copy of statement” box and select a date from the calendar that you would like the statement to start.

After you have entered your Statement Delivery settings click on the Submit button. Statements will not be enabled unless you click Submit.