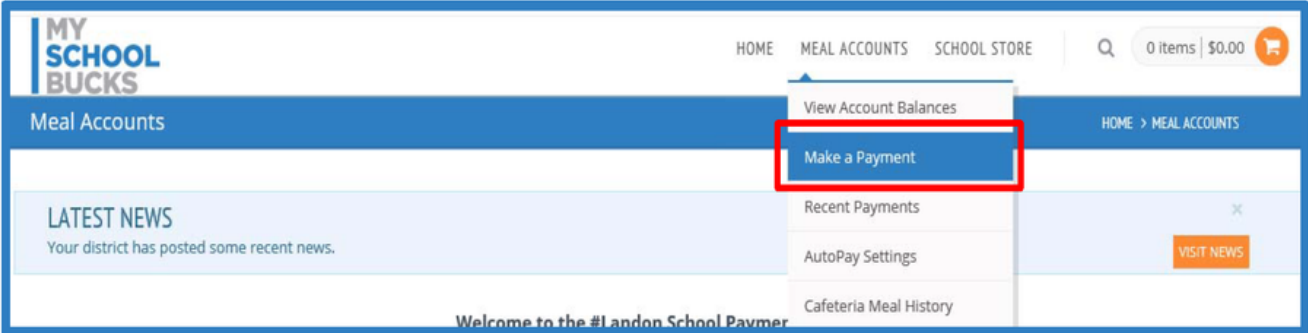# Make a One-Time Payment

To process a prepayment, click **Make a Payment** in the Meal Accounts drop-down menu. This will navigate you to the Place Order page.

To make a payment, you will need to first select an amount to pay within the individual school districts' maximum payment limits. This is typically a range of $1 to $120. However, this limit may vary depending on the district's agreement with MySchoolBucks.

NOTE: On this screen, amounts highlighted in yellow have fallen below their "low balance" amount. Once the balance is funded, the yellow highlight will disappear.

Next, select a payment method, either **eCheck** or **Credit Card**. When writing an eCheck, select the checking account from the drop-down menu. When using a credit card, select a credit card from the drop-down menu. If the preferred payment method does not appear in the menu, click **Enter a new checking account** to enter a new eCheck account or **Enter a new credit card** to enter a new credit card.

NOTE: The eCheck option is unavailable for districts not accepting eCheck payments.

Below the payment information, you will see the running totals for the payment or payments you are making. When you have finished entering your payment information, click **Place Meal Order** to submit the payments.

At this point, the order will be placed. If you selected the option to receive an e-mail notification when an order is placed, the notification will be sent at this time.