MSB Pay Express is a quick and easy way to collect secure payments for products directly from a school district's website, email or social media post.

Using MySchoolBucks Pay Express Is Easy:

1 **Create A Pay Express Button**
- Log in to your MySchoolBucks account.
- From the Admin Tools page - click **Manage Stores**, then **Payment Buttons.**
- Click **Add** and provide the following information:

  - **Button Name** - Enter a title for this button
  - **Description (Optional)** - Enter a product description
  - **Store** - Select the store where the product is located
  - **Product** - Select the product this button should linked to
  - **Button Style** - Select a button color and text
  - **Theme** - Select a theme
  - **Script** - Use the default *Compact* option
    The *Expanded* option provides additional functionality for web developers. See User Guide for details.
  - **Action** - Choose where you want to direct users when they click on the button

- To insert a button on your website, copy (CTRL + C) the "head" and "body" scripts. To share your product via email or through social media, copy the link.
- Click **Create.**

CODE TO INSERT BUTTON ON YOUR WEBSITE

LINK FOR EMAILS AND SOCIAL MEDIA POSTS

2 **Add The Button To Your Website**
- Open the HTML view of your webpage where the button will be placed.
- Paste the "head" script between the <head> and </head> tags.
- Paste the "body" script between the <body> and </body> tags.
- Save or publish the changes.

OR

Add A Link To An Email or Social Post
Use a free URL shortening service like Bitly (www.bitly.com) to make the link smaller:

- **For emails**, hyperlink a word or image in your email using the product link you copied earlier.

- **For social posts**, type of a brief message about your product, add an image and paste (CTRL + V) the shortened link before posting.

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