

***Economis* Student Reference Guide for Students Grades 1-5**

How do I log on to *Economis*?

- Go online to www.myeconomis.com.
- In the middle of the page, type your username and password.
- Click the Login button.

What do I do if I forget my password?

- Go to the home page (www.myeconomis.com). Look at the middle of the page. Click on the blue letters that say “Forgot Your Password?”
- On the next page, type your username and email address where it says to. If you forgot your username, ask your leader.
- *If you do not have an email address, or if the directions above do not work, ask your leader to get your username and password for you.

How do I change my password?

- Once you have logged in, put the mouse over the *Help and Support* button at the top of the page.
- When you see the list, click on “Change Your Password.”
- Type in the password you already have in the first box. Type your new password in the second and third boxes.
- Click “Save New Password.”

How do I see how much money I have in my accounts?

This is also called “viewing your finances.” To view your finances:

- Once you are logged in, click *Online Finances* in the menu at the top of the page.
- You should have two accounts, a “checking account” and a “savings account.”
 - o Your checking account is the money that you have earned and that you can use to buy items in the store.
 - o Your savings account is the money that you transferred from your checking account, and is building interest. It cannot be used to pay for things unless you transfer it into your checking account.

How do I transfer money between accounts?

You may want to transfer money from your checking account to your savings account so that it will make interest. On the other hand, you may want to transfer money from your savings account to your checking account so that you can spend it. To transfer between accounts:

- Once you are logged in, click *Online Finances* in the menu at the top of the page.
- At the top right of the page, click on “Transfer _____” (It will say the name of your special currency).
- There are two options that you must select, “from account” and “to account”:
 - o If you are transferring from your checking account to your savings account, select “my checking account” in the “From Account” drop-down list and “my savings account” in the “To Account” drop-down list.

- If you are transferring from your savings account to your checking account, select “my savings account” in the “From Account” drop-down list and “my checking account” in the “To Account” drop-down list.
- In the box that says “Amount,” type in the amount that you want to transfer. Then click “Transfer _____” below.
- To go back to viewing your accounts, click “Online Finances Home” on the upper left of the page.

How do I shop for items online?

*Make sure you know how much money is in your account before you start shopping!

- Once you are logged in, click “online shopping” in the menu at the top of the page.
- On the left-hand side of the screen are the categories of items you can purchase. Click on whichever one you want to look at.
- Once you click on the category you want to look at, a screen will come up with all the items in that category.

How do I purchase items in the online store?

Purchasing items online is like shopping in a store with a shopping cart – you choose items, and put them in the cart. Then you buy everything at once when you’re done shopping!

- When you find an item you want to purchase, click the “Add to Cart” button in the box of that item.
 - You can add more than one of that item to the cart by changing the number in the “Qty” (Quantity) box.
- A list of all the items in your shopping cart will be at the top of your page. You can edit and view your cart by clicking the “edit view cart” button. You can remove items or change the quantity here.
- To purchase all the items in your cart, click the “checkout” button. It will show you the items you are about to purchase, plus tax.
 - The last step is to click the “process order” button. Once you click it, a screen will come up that says “Purchase Complete.”

How do I get help if I have a question?

- Once you are logged in, put your mouse over *Help and Support* in the menu at the top of the page.
- Click on *Request Help*.
- In the box, type your question or problem. When you are finished, click “Request Help” and a message will be sent to your leader.