### Welcome to School Cash Online

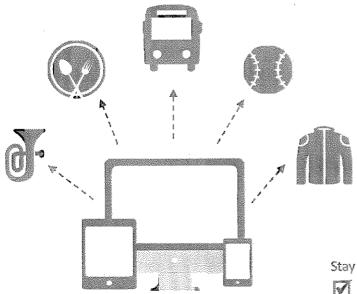
#### What is School Cash Online?

School Cash Online is an online parent portal that offers a safe, fast and convenient way to pay for school activity fees. The portal is customized to meet your school's needs and allows you as a parent, to add your students, make payments, check current balance/account history, print or view receipts, and receive notifications about upcoming events.

### Why Use School Cash Online?

With School Cash Online, you can pay all your student's school fees with the click of a button. Wherever. Whenever. Trips to the school to drop-off cash or sending your student with money will be a thing of the past. School Cash Online also enables you to keep track of your student's school items and activities.

### Purchase these items and more online.



### Which Payment Methods are Accepted?



### **Credit Card**

Pay with Visa or MasterCard on School Cash Online by entering your credit card number, CVV number (the three digits on the back of your card), card expiry date, and billing information.



### eCheck

An electronic version of a paper check used to make payments online. Anyone with a checking or savings account can pay by eCheck through School Cash Online.



### myWallet

An online wallet that can be loaded to hold funds and pay for your child's fees on School Cash Online. myWallet also allows you to allocate funds to pay for school fees at a later date, as you would with a gift card.

### How to Register

Follow these instructions to create your School Cash Online account today.

Create Your Profile:
Go to https://xxxxx

Go to <a href="https://xxxxxxxxx.schoolcashonline.com">https://xxxxxxxxx.schoolcashonline.com</a>
and click on "Get Started Today".

Confirm Your Email:

Check your inbox for the email confirmation and click on the link inside. Sign in with your new login details.

Stay connected by selected "Yes" to email notifications about upcoming fees.

I want to receive email notifications for new fees assigned to my student and updates on school-related activities.







Add a Student

Click "Add Student" and fill in the required fields with your child's details.



### SchoolCashOnline

For safety and efficiency reasons, Anglophone School District West would like to reduce the amount of cash & checks coming into our school. Please join the thousands of parents who have already registered and are enjoying the convenience of paying ONLINE! It takes less than 5 minutes to register. Please follow these step-by-step instructions, so you will begin to receive email notifications regarding upcoming events involving your child(ren).

NOTE: If you require assistance, select the SUPPORT option in the top right hand corner of the screen.

### Step 1: Register

- a) If you have not registered, please go to the School Cash Online home page <a href="https://district.schoolcashonline.com/">https://district.schoolcashonline.com/</a>
   and select the "Get Started Today" option.
- b) Complete each of the three Registration Steps
   \*For Security Reasons your password, requires 8 characters, one uppercase letter, one lowercase letter and a number.



### Step 2: Confirmation Email

A registration confirmation email will be forwarded to you. Click on the link provided inside the email to confirm your email and *School Cash Online* account. The confirmation link will open the *School Cash Online* site prompting you to sign into your account. Use your email address and password just created with your account.

# SchoolCashOnline.com Hello Parent, Please elick the link below to confirm your email address. http://district.schoolcash.par/Registration/Confirm/ConfirmationEmail/15e4bat2-2852-4e87-b502-b3e48645ace) If the link doesn't work, copy the link and paste it into your web browser. Contact support at 1.866.961.1803 or email parenthelp@schoolcashonline.com. Thank you, Your School Cash Online Support Team

### Step 3: Find Student

This step will connect your children to your account.

- a) Enter the School Board Name.
- b) Enter the School Name.
- c) Enter Your Child's Student Number, Last Name and Birth Date.
- d) Select Continue.
- e) On the next page confirm that you are related to the child, check in the Agree box and select *Continue*.
- f) Your child has been added to your account.

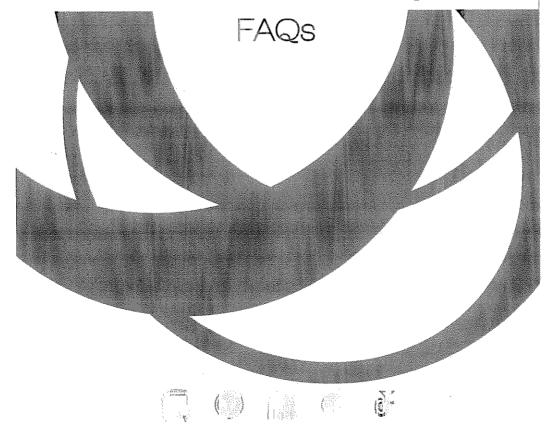
# Find Student School Information School Board Name: School Board 1575 Looking for a student in a different school board? School Name: Eagle High School Student Information Do you have the student number? Student Number 4 First Name: Last Name: Pith Date: Pith Date: (No students? Cick hore)

### Step 4: View Items or Add Another Student

If you have more children, select "Add Another Student" and repeat the steps above. 8 children can be added to one parent account. If you do not wish to add additional children, select "View Items For Students" option. A listing of available items for purchase will be displayed.



## SchoolCashOnline ©KEVGROUP



# Got a question? We have answers! Check out our frequently asked questions below:



### Help! I've forgotten my login/ password!

Click on "Sign In" at the top right of the page and then click on "Forgot your password?" link to reset your password. A temporary password will be sent to the email address registered with your account.



### How secure are my purchases?

School Cash Online is committed to protecting your information. We adhere to the Personal Information Protection and Electronic Documents Act (Canada) (PIPEDA), Canada's anti-spam legislation (CASL) and are compliant with the latest industry standards for payment card security (PCI). For more information, please visit: www.schoolcashonline.com/Home/Privacypolicy



## What emails will I get from School Cash Online?

Don't worry, we hate spam too! You will receive emails with your receipts, and payment reminders when you have things to purchase.



What if I can't find my student? Contact your school to confirm your student's details (name, birthday, student #) to ensure it matches exactly what was entered in your school's records.



### What if I can't find my school?

Depending on your district, not every school may be starting *School Cash Online* at the same time. Please confirm with your school if the school is participating in offering this to parents.



### What if I can't see any items?

Each school creates their own items for purchase and assigns them to the students. Once assigned, they will appear in the Student Items tab on *School Cash Online*. Please contact your child's school bookkeeper if you do not see the item you are looking for.



### Do I need to re-register a student that moves to a different school?

If the student is moving to another school within the district, and *School Cash Online* is available for that school, then the items for the student will automatically be updated to reflect the new school.

If the student is moving outside the district or to a school that does not have *School Cash Online*, the student will be de-activated in *School Cash Online*.



### What if I want a refund?

Please contact your school office if you would like to request refunds for any items purchased.

### Need Help? Contact Parent Help Desk



1.866.961.1803



parenthelp@schoolcashonline.com