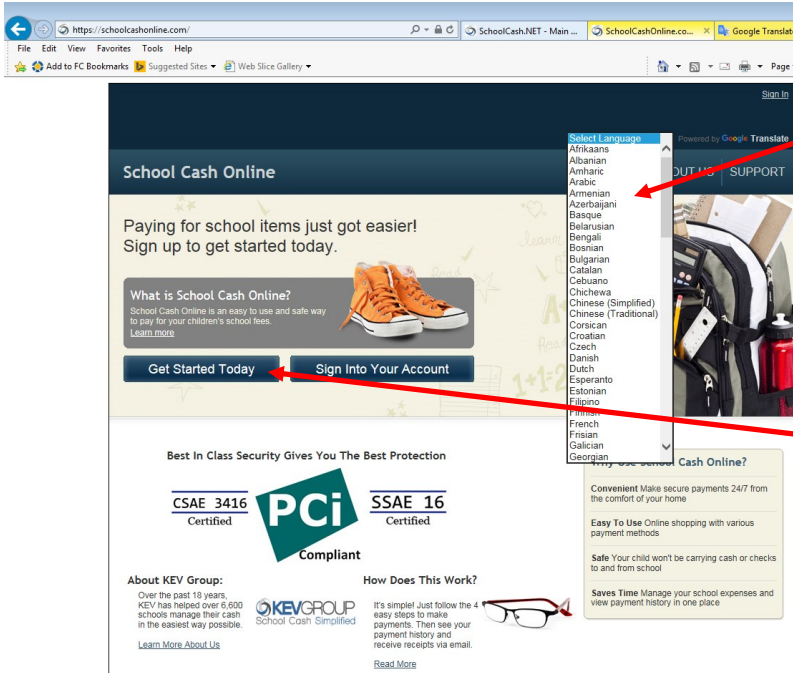


# Instructions for School Cash Online

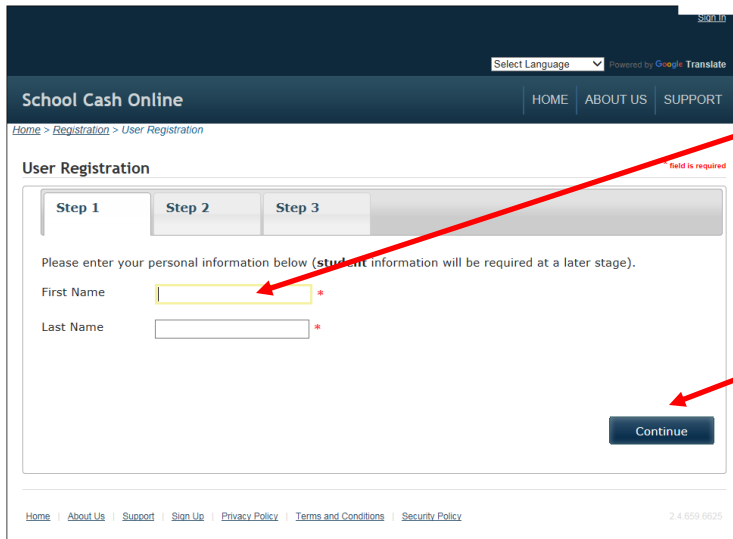
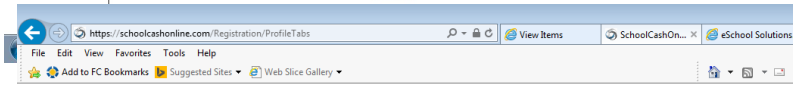
Www.school.cashonline.ca

**\*\* PLEASE NOTE**—if you have come from a school and registered, you do not have to re-register—it will be the same username and password, and once your child has attended at their new school, it will update their information automatically.



• Click on “Select Language” for choices other than English

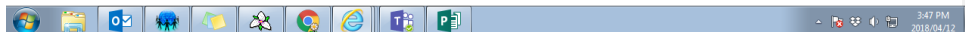
• Click “Get Started Today”  
The next screen is information about the parent/guardian(s).



## Step 1:

Enter One of the parent/guardians first name and last name. You can create a second account with the other parent information if you wish.

• Click continue.



Step 1  Step 2  Step 3

Phone #

Address Line 1  \*

Address Line 2

City  \*

Country  \*

Province  \*

Postal Code  \*

Email  \*

Continue

**Step 2**

Enter parent address information and email.

**\*Note that RED & \* fields MUST BE completed.**

Click continue.

Step 1  Step 2  Step 3

Password  \*

You must choose a password that is at least 8 characters in length, includes at least one upper case letter, one lower case letter, one number.

Confirm Password  \*

Security Question  \*

Security Question Answer  \*

Do you want to receive email notifications for new fees assigned to your student and updates on school-re activities?  \*

You can withdraw consent to receive email notifications from KEV group any time by logging in School Cash Online and going to 'My Account settings' located in the top right side of the page and clicking on 'Manage Notifications' to remove your consent

For any questions regarding School Cash Online please send an email to our support team at parenthelp@kevsoftware.com

or call us at 1.866.961.1803

KEV Group contact address

Canada: 1167 Caledonia Rd., Suite 200 Toronto, ON, M6A 2X1

US: 3000 S Hulen Street, Suite 124-562 Fort Worth, TX 76109

Continue

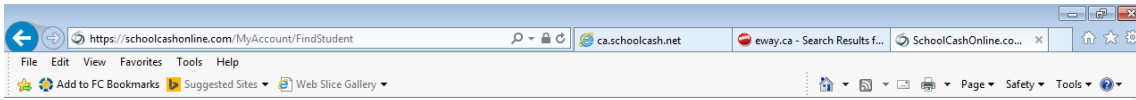
**Step 3**

Enter a password, confirm password and choose a security question for recovery.

Answer the question regarding receiving emails, **which is necessary to get upcoming information** that is posted for your child.

Click continue.

# Adding Students



## Step 1—Add Student

- Click the tab “My Account”
- Choose “Add A Student”

**Add Student** \* indicates a required field

1. Type in the School Board name and select one from the list

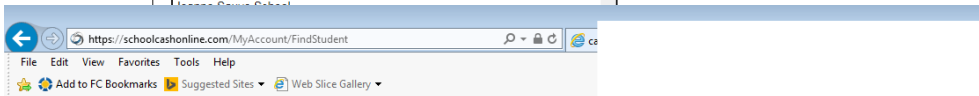
District School Board of Niagara  
 Change school board name.

2. Select a school

- E.L. Crossley Secondary School
- Eastdale Secondary School
- Eden High School
- Edith Cavell School
- Ferndale Public School
- Fitch Street School
- Forestview Public School
- Gainsborough Central Public School
- Garrison Road Public School
- Glendale Elementary
- Glynn A Green Public School
- Gordon Public School
- Governor Simcoe Secondary School
- Gracefield School
- Grand Avenue Public School
- Grapeview School
- Greater Fort Erie Secondary School
- Greendale School**
- Grimsby Secondary School
- Harriet Tubman Public School
- Jacob Beam Public School
- James Morden Public School
- James Ross Public School

School Board name is District School Board of Niagara (This may already be pre-populated) if not, select it.

- Select “Greendale School” from the drop down list.



**Add Student** \* indicates a required field

1. Type in the School Board name and select one from the list

District School Board of Niagara  
 Change school board name.

2. Select a school

Greendale School

3. Enter student information

Student Number  
 I don't have the student number.

First Name  
Legal First

Last Name  
Legal Last

Birth Date  
11/11/1111  
Date format: mm/dd/yyyy

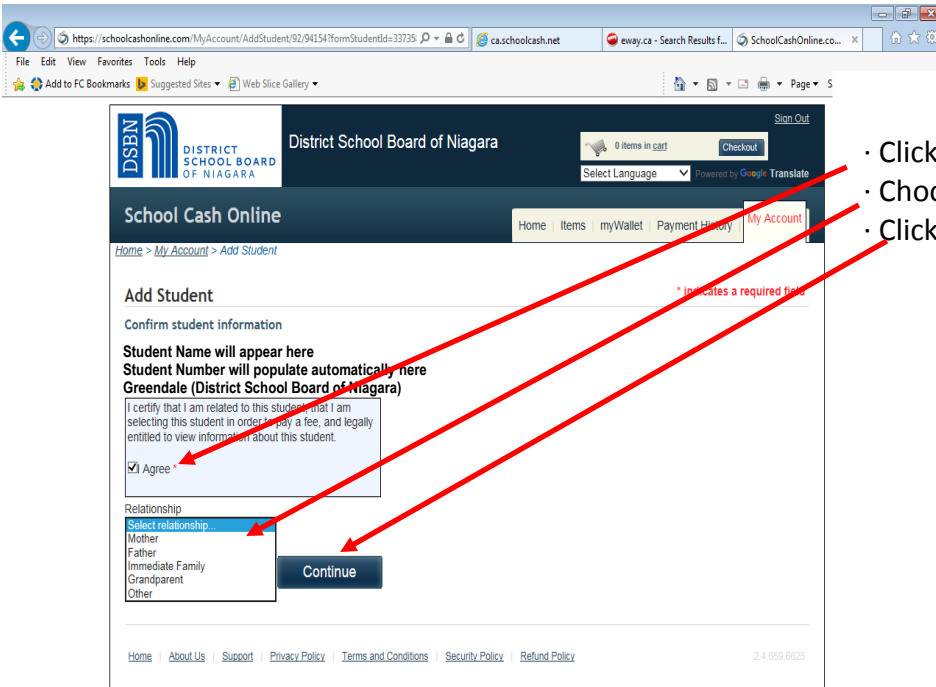
**Confirm** I don't want to add a student

**\*\*Leave the box “I don't have the student number” checked\*\***

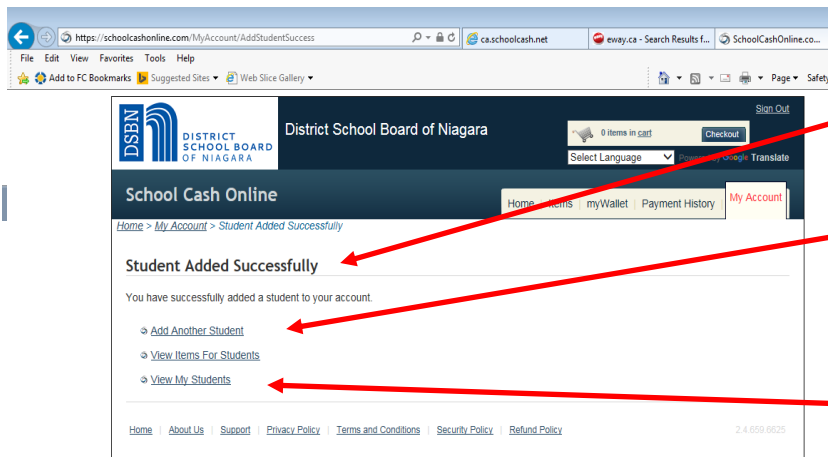
- Click into the “First Name” field and enter the LEGAL first name press tab and LEGAL last name of the student.

- Click into the “Birth Date” field and enter the date in the following format including the “/”— dd/mm/year \*\*do not use the calendar provided.

- Click “Confirm”.



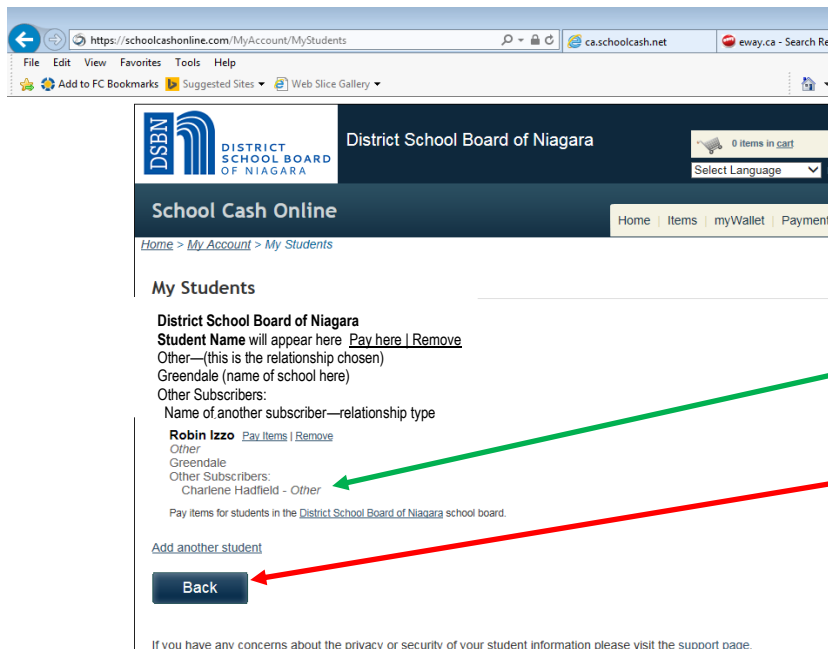
- Click “I Agree”
- Choose the relationship to the student
- Click continue



If you have entered the information correctly, you will receive the next screen indicating “Student Added Successfully”

At this point, you may add additional students to your account—just click on “Add Another Student” and follow the same steps above.

Once you have completed adding students, you can now “View My Students” - this shows you anyone added to your account, as well as anyone that may have added your child(ren) to their account.



\*\* Note that Charlene has added me to her account

Click “Back” to the previous menu

## MOVING AROUND INSIDE SCHOOL CASH ONLINE

- Within School Cash Online, you have several tabs—the “Items” tab will list any items available for purchase. Each individual student you have attached to your account will have their own items to purchase.

The screenshot shows the School Cash Online interface for the District School Board of Niagara. The 'Items' tab is selected in the navigation bar. Below the navigation bar, there is a search bar and an 'Add Student' button. A table lists items for the student 'Robin Izzo' at the school 'Greendale'. The table has columns for Student, School, Item Name, Price, Due Date, and a status (Recommended). The items listed are 'Hot Dog Day', 'Pasta Day' (three times), and 'Graduation Ceremonies'. A red arrow points to the 'Items' tab in the navigation bar, and another red arrow points to the 'Robin Izzo' student name in the table header.

Student	School	Item Name	Price	Due Date	
Robin Izzo	Greendale	<a href="#">Hot Dog Day - April 27, 2018 - 2017/2018</a> Greendale's very own Mr. H. will be at the helm of the BBQ for our first Student Council Hot Dog Da... <a href="#">View Image</a> <a href="#">View Item</a>		Apr 23/18	Recommended
Robin Izzo	Greendale	<a href="#">Pasta Day May 2, 2018 - 2017/2018</a> We are pleased to offer students a pasta lunch prepared by Boston Pizza - Americana. If you are p... <a href="#">View Item</a>		Apr 29/18	Recommended
Robin Izzo	Greendale	<a href="#">Pasta Day May 16, 2018 - 2017/2018</a> We are pleased to offer students a pasta lunch prepared by Boston Pizza - Americana. If you are p... <a href="#">View Item</a>		May 13/18	Recommended
Robin Izzo	Greendale	<a href="#">Pasta Day May 30, 2018 - 2017/2018</a> We are pleased to offer students a pasta lunch prepared by Boston Pizza - Americana. If you are p... <a href="#">View Item</a>		May 27/18	Recommended
Robin Izzo	Greendale	<a href="#">Graduation Ceremonies - Heartland Forest - June 25, 2018 - 2...</a> The 2018 Grade 8 Graduation ceremony will be held on Monday, June 25th at 6:00 p.m. at Heartland Fo... <a href="#">View Image</a> <a href="#">View Item</a>		May 31/18	Recommended
Robin Izzo	Greendale	<a href="#">Pasta Day June 13, 2018 - 2017/2018</a> We are pleased to offer students a pasta lunch prepared by Boston Pizza - Americana. If you are p... <a href="#">View Item</a>		Jun 10/18	Recommended

**Can't find an item?** Each school creates its own items for purchase and assigns them to its students. Once assigned, items will appear under the student's tab. If you can't find an item, the item may not be available for purchase, has expired, or is not assigned to your student.

The “Due Date” for each item is shown, and by clicking on the blue underlined wording, you can expand the item to see the full description.

To get to another student, just click on the name within the other tabs you see available.

In this example, the choices are: Robin Izzo, District School Board of Niagara or Show All Items.

## PAYMENT HISTORY

Question: I thought I've paid for something, but still see the item in the "Items" tab.

Question: I'm getting a reminder for that item!

Answer: You can check in your "Payment History" tab! The history remains each and every year.

The screenshot shows the 'Payment History' page on the School Cash Online website. The page header includes the DSBN logo and navigation tabs for Home, Items, myWallet, Payment History, and My Account. The 'Payment History' tab is selected. Below the header, there is a 'Payments' table with columns for Date, School Board, Status, and Total. A payment record is listed for December 08, 2016, with a status of 'Success' and a total of '\$25.00'. A red arrow points from the 'View receipt' link in the table to the second screenshot.

Date	School Board	Status	Total
December 08, 2016	District School Board of Niagara • Robin Izzo ( Greendale School ) - 1 item(s) • Greendale Public School 2016/2017 Spiritwear Order Form 2nd Notice - 2016/2017	Success	\$25.00

Selecting the "Payment History" tab, will display all items you have purchased, had refunded, etc..

• Click on "View Receipt"

The screenshot shows the official receipt page for the District School Board of Niagara. The receipt is titled 'RECEIPT' and includes the following information:

**Robyn Izzo -Greendale School**  
Greendale Public School 2016/2017 Spiritwear Order Form  
2nd Notice - 2016/2017  
Hooded Sweatshirt - 50/50  
Adult XLG (Forest)

**Receipt #:** 6929083

\_\_\_\_ \$XXX.XX      \$XXX.XX  
**Total:** \$XXX.XX

Purchased By: Robyn Izzo      Tender: CreditCard  
**Address**  
City, PC  
Canada      Reference #: 5784930  
Purchase Date: Dec 08, 2016

\*\*Please note that this purchase will appear on your statement as "SchoolCashOnline - DSBN"

SchoolCashOnline.com

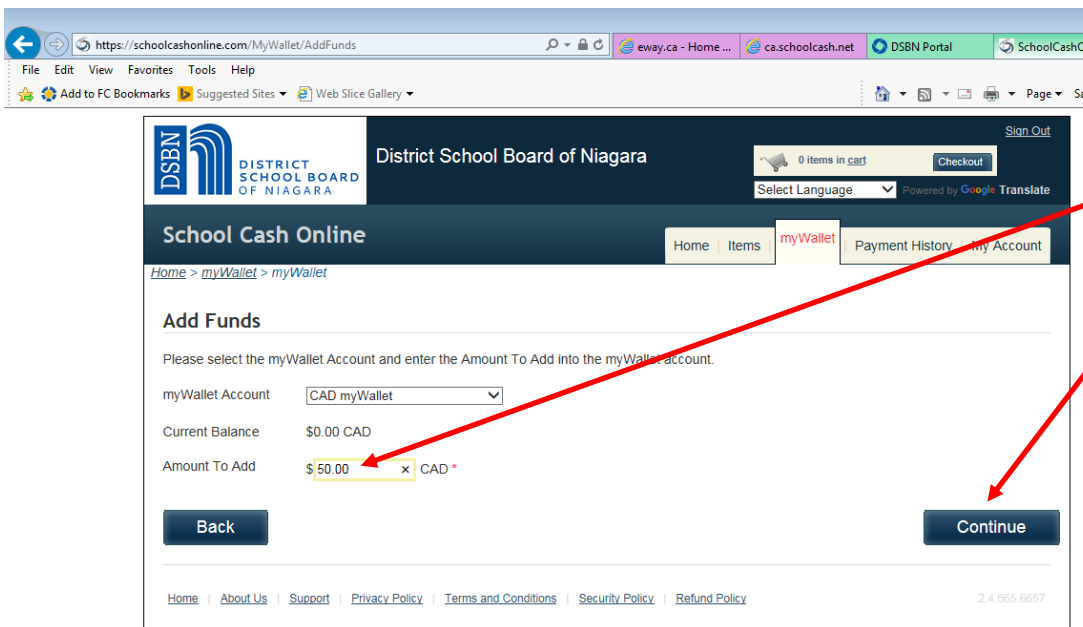
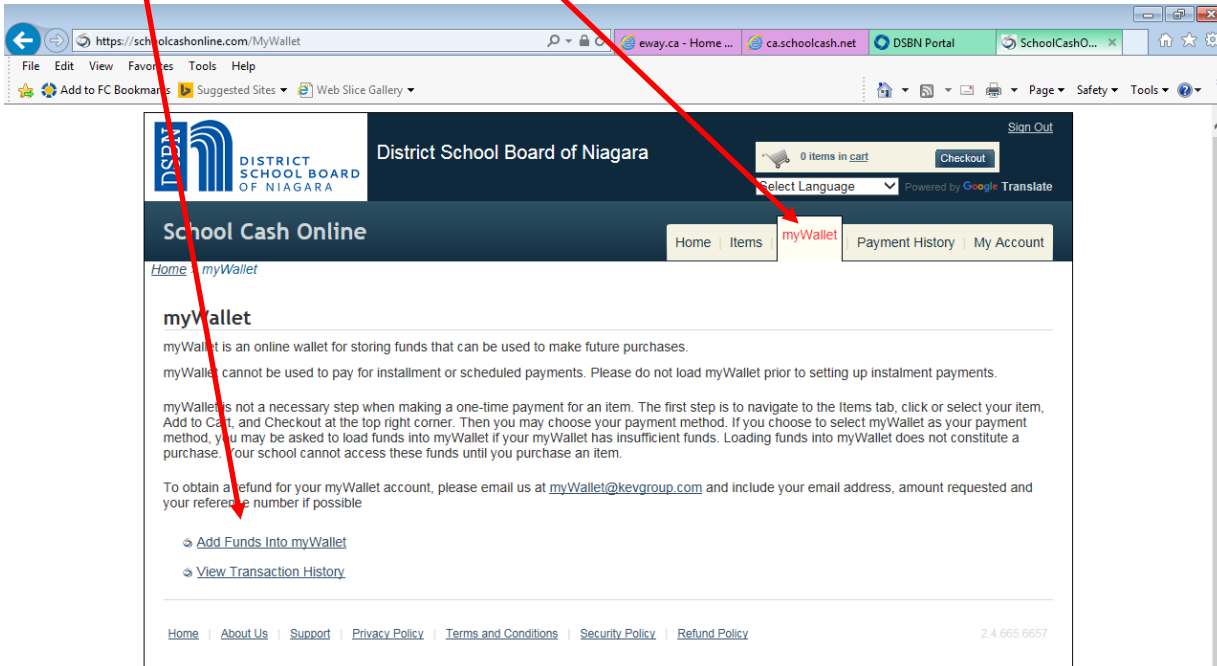
A red arrow points from the 'View receipt' link in the first screenshot to the top of this receipt page.

An official receipt is opened and available to print if required.

## MAKING PAYMENTS THROUGH SCHOOL CASH ONLINE

There are several options to make payments for items available. One method is to use a credit card each time. A more simplified method would be to use “My Wallet”. This allows you to add a lump sum to your “wallet” and when you are making purchases, it is deducted from the remaining balance.

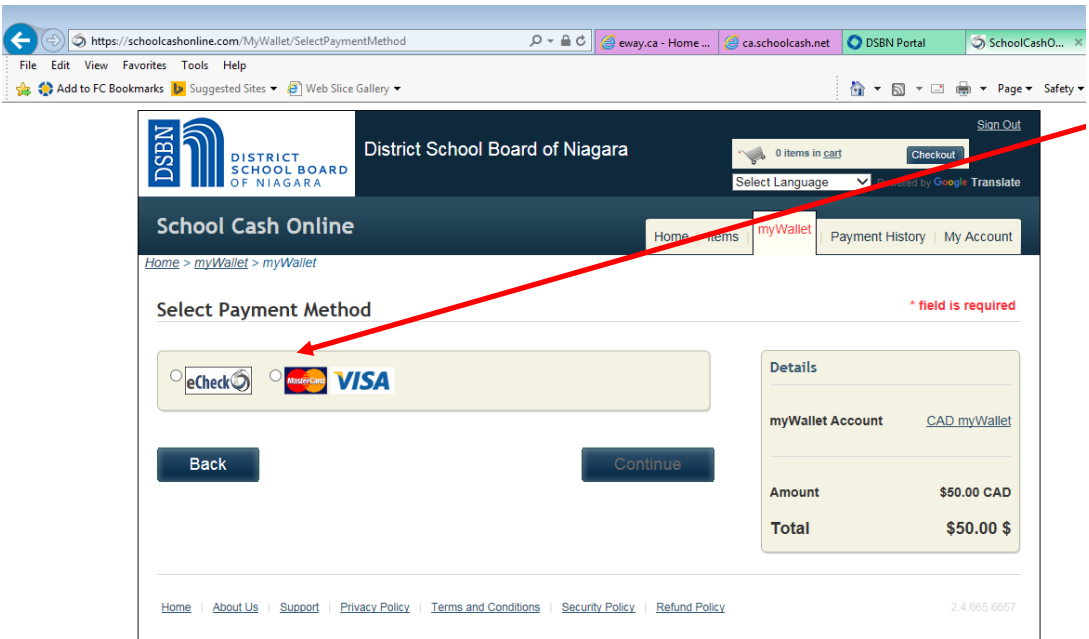
- Click “My Wallet” tab
- Click “Add Funds to My Wallet”



- Enter the amount you wish to add to your wallet
- Click “Continue”

**OPTION 1:**

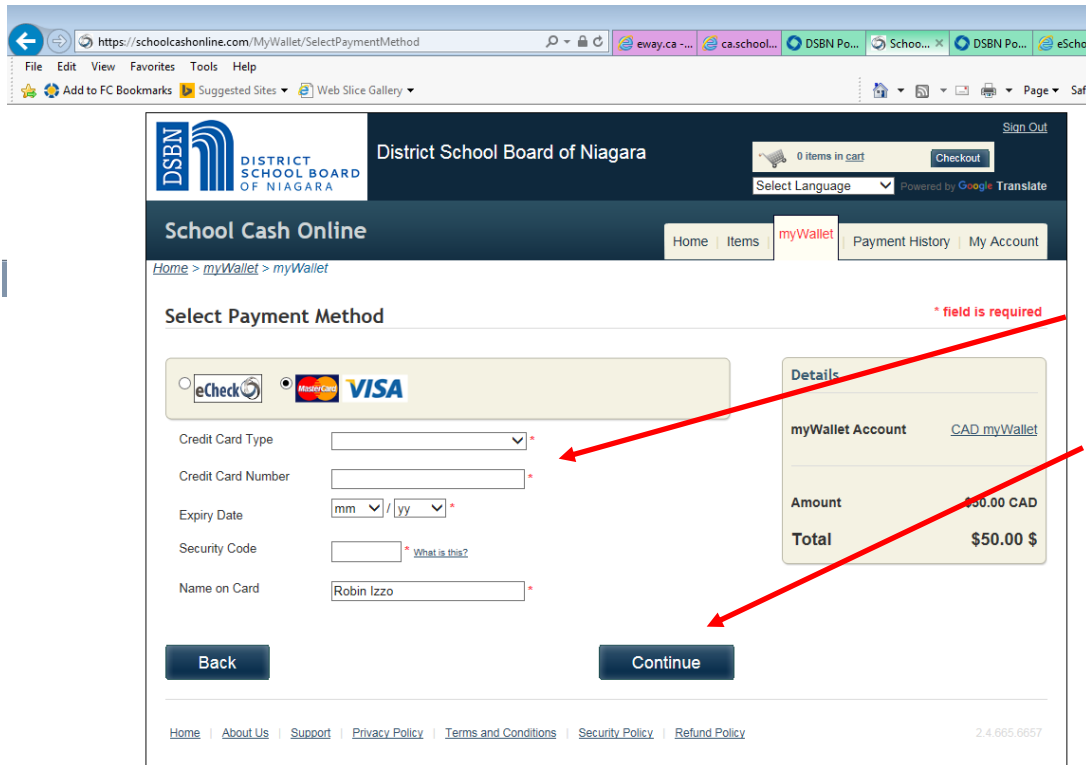
**Using your VISA to load your wallet**



Click which method you are using to add the funds to your wallet with.

**\*\*Note: There are a few banking institutions that do not work with school cash online, but most allow your visa/debit cards to work in the program.**

**\*\*NOTE: If using Visa/Debit, you must select "VISA" to make the payment.**



**USING A CREDIT CARD**

- Enter your card information.
- Click continue

Once you have completed the steps, you will see in the payment history, a receipt for funds added to your wallet!

If you are using "echeck", please see next page for instructions.



## Choosing “E-Check” method of payment

The following screen will be displayed with the information that is required to use this method of payment.

myWallet Account [CAD myWallet](#)

Amount	\$10.00 CAD
Total	\$10.00 \$

An **eCheque** (or electronic cheque) is an electronic version of a paper cheque used to make payments online. Anyone with a bank account can pay by eCheque through School Cash Online.

To make a payment with an eCheque, you simply provide the following information:

Your bank transit number\*  
Your bank institution number\*  
Your bank account number\*

\*This information is printed on your paper cheques as noted in the picture below. If you do not have a paper cheque, you can request this information from your online or phone banking. This information may also be displayed on a Direct Deposit or EFT (Electronic Fund Transfer) from your financial institution.

School Cash Online uses this information to debit your payment amount directly from your bank account.

Account Type  Checking  Savings \*

**Canadian Cheque Sample**

MEMO

⑈ 825 ⑈ ⑈ 85432 ⑈ 884 ⑈ 1574 ⑈ 620 ⑈

Cheque # Bank Transit Institution Number Account Number

⑈ 825 ⑈ ⑈ 85432 ⑈ 884 ⑈ 1574 ⑈ 620 ⑈

Bank Transit Number (5 Digits)

Institution Number (3 Digits)

Account Number (1 - 12 Digits)  ⑈

Usually found before the ⑈ symbol. The exact location and number of digits may vary between banks.

Re-Enter Account Number:  ⑈

Print Authorization  Expand Authorization

I authorize the financial institution designated (or any other financial institution I may authorize at any time) to begin deductions as per my instructions for monthly regular recurring payments and/or one-time payments from time to time, for payment of all charges arising under my School Cash Online account(s). School Cash Online will provide 10 days notice of the amount of each regular debit. School Cash Online will obtain my authorization for any other one-time or sporadic debits.

Agree and have printed this authorization

**Continue**

Be sure to read and “click” Agree to the terms.

- Click “Continue” to complete the process. Again, if all steps have been done correctly, you will see the transaction in your payment history.

**NOTE:** You also have the option of making individual purchases and using either method of payment each time there is an item for purchase.