



September, 2017

SCHOOL CASH ONLINE PARENT QUICK GUIDE

richmondsd38.schoolcashonline.com

Manoah Steves School has launched School Cash Online, an online fee payment system that will allow parents to pay online for student fees, fieldtrips and school related items. For safety and efficiency reasons, the school district is implementing this service to reduce the amount of cash and checks coming into our schools. **KEEP THESE INSTRUCTIONS!**

Let's get started!

I. Create Your Profile

Select the "Get Started Today" on the School Cash Online homepage. richmondsd38.schoolcashonline.com

Complete Step 1, click on "Continue".

Complete Step 2, click on "Continue".

Step 3 will be the screen below.

Be sure to select "**Yes**" to email notifications. Click on "Continue".

Note: your password must contain 8 characters, one uppercase letter, one lowercase letter and a number.

School Cash Online

Paying school items just got easier!
Sign up to get started today.

What is School Cash Online?
School Cash Online is an easy to use and safe way
to pay for your children's school fees.
[Learn more](#)

Get Started Today **Sign Into Your Account**



LORD BYNG ELEMENTARY SCHOOL

RICHMOND SCHOOL DISTRICT NO. 38
Richmond School District No. 38
Sign In
Select Language Powered by Google Translate

School Cash Online HOME ABOUT US SUPPORT

Home > Registration > Registration

Registration * field is required

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 *

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

Continue

2. Confirm Your Email

Check your inbox for the confirmation email and click on the confirmation link in the email. (Remember to check your spam!)

Sign in using the email and password you just provided.

SchoolCashOnline.com

Hello Parent,

Please click the link below to confirm your email address.

<https://district.schoolcashonline.com/Registration/ConfirmConfirmationEmail/f1e754b3-7202-4ea9-b27e-7dceed1db411>

Copy the link and paste it to your web browser.
If the link doesn't work, contact support at 1.866.961.1803 or email parenthelp@schoolcashonline.com.

Thank you,

Your School Cash Online Support Team



LORD BYNG ELEMENTARY SCHOOL

3. Add a student

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

First Name:

Last Name:

Birth Date: MM/DD/YYYY
Date format: mm/dd/yyyy

Continue

(No students? [Click here](#))

Add a student to your account by filling in the required information about your child. **(Note: you will need your child's pupil number – it is on their verification form that came home today)**

View Items or Add Another Student

If you have more children you would like to add, select "Add Another Student" and repeat the steps above. Once you have all desired students added, select "View Items for Students", which will list all available items or activities for purchase.

NEED HELP REGISTERING?

Please contact the school office

or contact the School Cash Online Parent Help Desk:

t: 1-866-961-1803

e: parenthelp@schoolcashionline.com

w: <https://schoolcashionline.com/Home/Support>

See Page 4 for further instructions.



LORD BYNG ELEMENTARY SCHOOL

HOW TO MAKE A PAYMENT

SIGN IN

Go to richmondsd38.schoolcashonline.com and click "Sign Into Your Account". Fill in your email/username and password.

VIEW ITEMS

Select the item that you would like to purchase and click "Add to Cart".

CHECK OUT

Once you have finished adding items to your cart, press "Check Out".

Payment methods available at this time:

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. It can take up to 7 days from the date the funds are loaded for funds to become available.

eCheque

An electronic version of a paper cheque used to make payments online. Anyone with a chequing/savings account can pay by eCheque through School Cash Online. To pay with an eCheque, simply enter your account number on the payment screen and click submit.

FAQ

I've forgotten my login/password!

Click on the "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) 9PIPEDA0, Canada's anti-spam legislation 9CASL0 and are compliant with the latest industry standards for payment card security (PCI0. For more information, please visit: www.schoolcashonline.com/Home/Privacypolicy

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 see any items?

Each school creates their own items for purchase and assigns them to the students. Once assigned, they will appear online under the student.

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.