SCHOOL CASH ONLINE

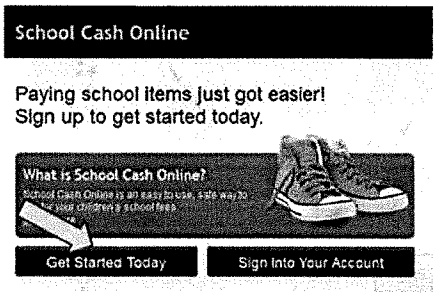
UPPER GRAND DISTRICT SCHOOL BOARD

For safety and efficiency reasons, the Upper Grand District School Board would like to reduce the amount of Cash and Cheques coming into our school. We can now 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).

Step 1: Register

a) To register, please go to the School Cash Online home page ugdsb.schoolcashonline.com and select **"Get Started Today".**

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

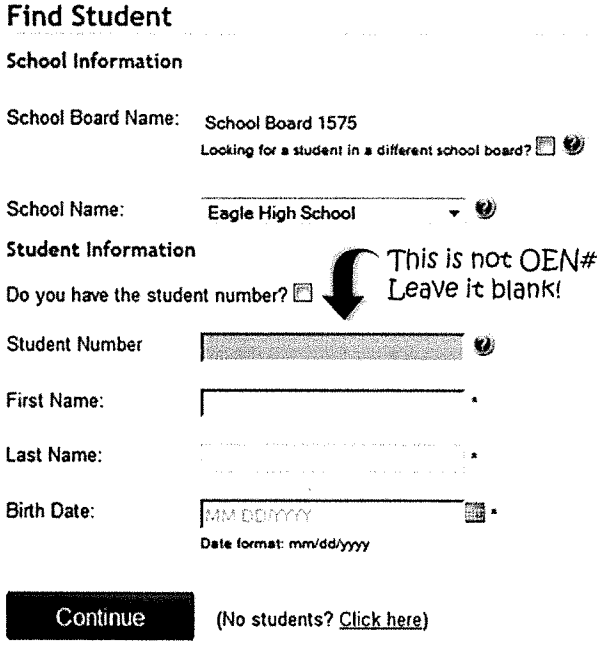
A registration confirmation email will be forwarded to you. Click on the link provided inside the email to confirm your email and School Cash Online account. The confirmation link will open the School Cash Online site prompting you to sign into your account. Use your email address and password just created.

Step 3: Find Student

Note: "Student Number" is <u>not</u> the student's OEN. Users should leave this field blank unless instructed otherwise.

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 Name & 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



Step 4: View Items or Add Another Student

If you have more children, select ***"Add Another Student"*** and repeat the steps above. 5 children can be added to one parent account.

If you do not wish to add additional children, select ***"View Items For Students"***. A listing of available items for purchase will be displayed.

NOTE: If you require assistance, click the *SUPPORT* link in the top right hand corner of the screen.

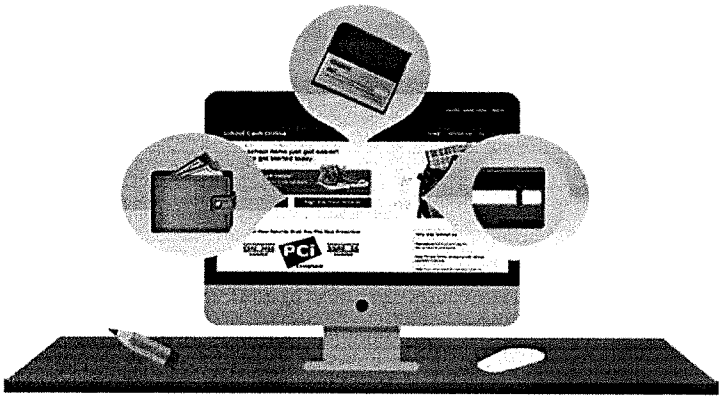
SchoolCashSuite
KEVGROUP

Safe. Fast. Convenient.

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 parents to add students, make payments, check current balance/account history and print or view receipts.



Is it safe to use?

Our top priority is to keep your personal information safe. *School Cash Online* is PCI compliant, CSAE 3416 certified, HTTP Secure and adheres to the highest industry standards of security.

School Cash Online does not share your personal information with any third party. *School Cash Online* will never contact you to divulge confidential information via phone, email or mail.

What Payment Methods are Available?

Credit Card

Visa and Mastercard from all major Canadian financial institutions are accepted.

eCheque

Anyone with a chequing or savings account can pay by eCheque. To transfer funds with an eCheque, simply enter your account number on the payment screen and click submit.

myWallet

Load your myWallet similar to an online gift card up to a maximum of $500. The balance can then be drawn on for future purchases.

How to load myWallet?

1 – When signed into School Cash Online, click on the myWallet tab at the top right corner of the screen
2 – Click Add Funds to myWallet
3 – Enter the amount you would like to load onto your myWallet account and press continue
4 – Enter your payment information and click continue

Once your myWallet account has been loaded you can begin making payments by selecting myWallet as your method of payment during the checkout process.

PCI COMPLIANT

CSAE 3416
TYPE II CERTIFIED

For more information contact Parent Helpdesk at
parenthelpdesk@schoolcashonline.com or 1.866.961.1803