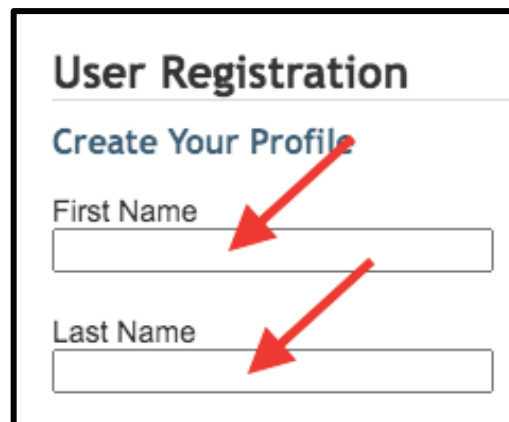


School Cash Online Registration Instructions

- 1) Go to <https://www.surreyschools.ca/ahpmatthew>
- 2) Click "**Resources**". Then, click "**Parents**". Then, click "**Pay Fees Online**" at the side. This will take you to the School Cash Online webpage.
- 3) Click "**Register**".



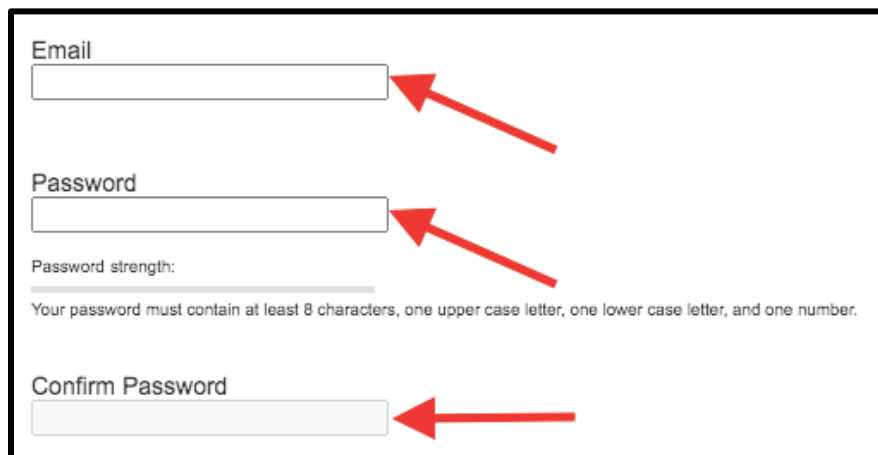
- 4) Fill in your "**First Name**" and "**Last Name**".

A screenshot of the 'User Registration' form titled 'Create Your Profile'. It has two input fields: 'First Name' and 'Last Name'. Red arrows point to each field.

- 5) Fill in your "**Email**" and "**Password**".

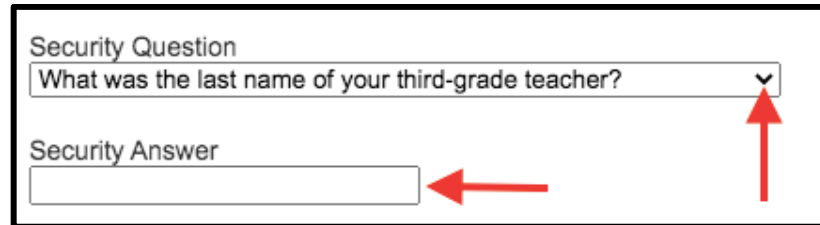
Your "**Password**" needs to contain 8 characters, 1 uppercase letter, 1 lowercase letter, and 1 number.

NOTE: Please write down this email and password. You will need this information to log back in next time.

A screenshot of the registration form showing 'Email', 'Password', 'Password strength', and 'Confirm Password' fields. Red arrows point to each field.

6) Pick a **"Security Question"**. This is for extra security of your account. Then, type in your **"Security Answer"** to the security question.

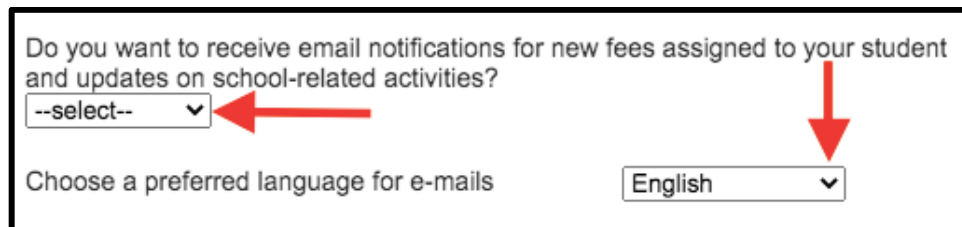
NOTE: Please write down the security question and answer. You may need this information to log back in next time.



Security Question
What was the last name of your third-grade teacher? ▼

Security Answer

7) Select your **preference for receiving email notifications for new fees and updates on school-related activities**. Then, choose your **"Preferred Language"**.



Do you want to receive email notifications for new fees assigned to your student and updates on school-related activities?
--select-- ▼

Choose a preferred language for e-mails
English ▼

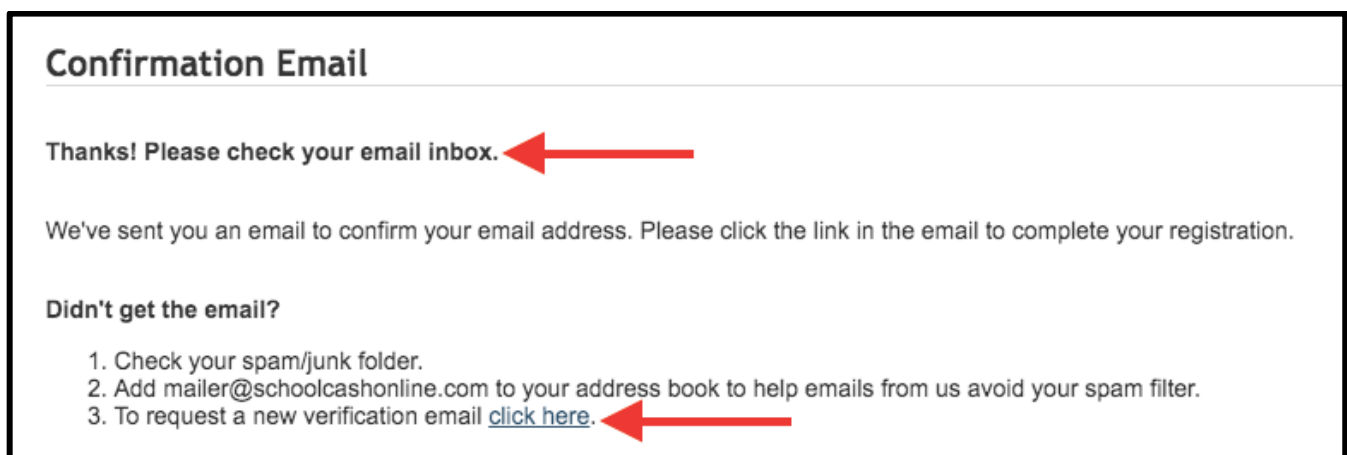
8) Click **"Continue"**.



Continue

9) **Check your email for a confirmation email**. There will be a [link](#) to click on to confirm your email.

Can't see it? - Check your **Spam/Junk Folder** or click **"click here"** to request a new verification email.



Confirmation Email

Thanks! Please check your email inbox.

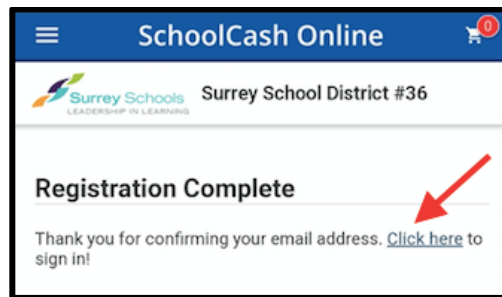
We've sent you an email to confirm your email address. Please click the link in the email to complete your registration.

Didn't get the email?

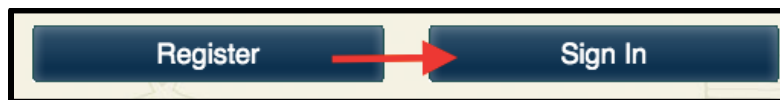
1. Check your spam/junk folder.
2. Add mailer@schoolcashonline.com to your address book to help emails from us avoid your spam filter.
3. To request a new verification email [click here](#).

10) After you **click the confirmation email**, it will tell you **"Registration Complete"**.

Option1: Click **"click here"** in your Registration Complete page to sign in.



Option 2: Go to <https://surreyschools.schoolcashonline.com/> and click **"Sign in"**.



11) Sign in using your **"Email Address"** and **"Password"**.

Forgot your password? Click **"Forgot your password"** to reset your password.

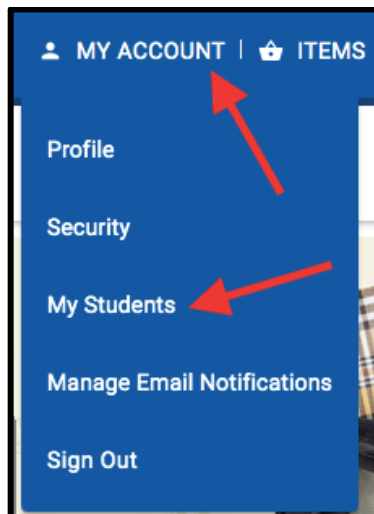
A 'Sign In' form. It has a title 'Sign In' at the top. Below it are two input fields: 'Email Address' and 'Password'. A red arrow points to the 'Email Address' field, another red arrow points to the 'Password' field, and a third red arrow points to the 'Forgot your password?' link at the bottom. The 'Forgot your password?' link is in blue text.

12) Click **"Sign In"**.

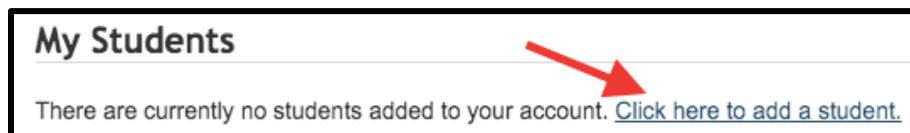


How to Add Students

13) Click "**Account**" tab at the top. Then, click "**My Students**".



14) To add a student, click "**Click here to add a student**".



15) The school board name should be automatically selected for you. You can move on to the next step.

Add Student

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

Surrey School District #36

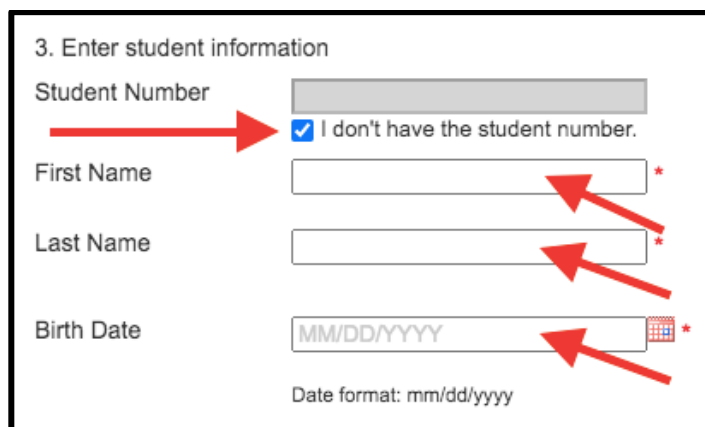
☐ Type in the School Board name and select one from the list

16) Select "**A.H.P. Matthew Elementary**" from the pull-down menu.

2. Select School Name from the list ?

Select school... ▼

17) Click "**I don't have the student number**". Then, fill in your student's "**First Name**", "**Last Name**", and "**Birth Date**".



3. Enter student information

Student Number

☒ I don't have the student number.

First Name

Last Name

Birth Date

Date format: mm/dd/yyyy

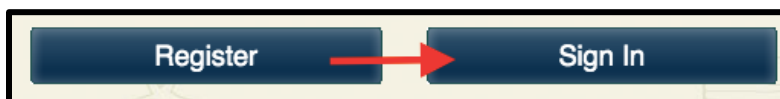
18) Click "**Confirm**".



NOTE: If you have more than one student that attends a Surrey school, you will need to repeat the process again for each student.

To Make Purchases on School Cash Online

Step 1) Go to <https://surreyschools.schoolcashonline.com/> and click "**Sign in**".



Step 2) Sign in using your "**Email Address**" and "**Password**".



Sign In

Email Address

Password

Step 3) Click on "**Items**" in the top tab.



Step 4) Once you have added all your students to your account, they will all show up in your "Items" page. You can make purchase through this page by adding items to your cart and checking out.

Items

Search

Make A Donation

Add Student

Surrey School District #36

Show All Items

Student	School	Item Name	Price	Due Date	Status
		<div><div>- 2021/2022</div><div>The is offering a Scholarship Preparation Binder to interested students. Th...</div><div>View Item</div></div>	\$15.00	May 31/22	Optional

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.

Number of fees to display per page:

10

1 of 1 Pages