



Parents/Guardians,

Please take the time to set up your account to pay current fees and receive notification by email when additional fees are incurred by your student. Please follow the instructions below and if you have any issues or concerns, please contact School Cash Online directly at 1-866-961-1803.

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

Step 1: Register

- a) Please go to the *School Cash Online* home page <https://surreyschools.schoolcashionline.com/> and select the **“Register”** option.



- b) Enter your first and last name and create a password. Select your security question and answer and select YES to receive email communication (to get notification of new fees). Choose your preferred language for email communication in this system. Click **“Continue”**.

Step 2: Confirmation Email

A confirmation email will be sent to you. Click on the link inside the email to confirm your account. The link will open the School Cash Online site for you to sign in using the email and password just created.

Step 3: Find Student

Note: Student Number is Not Required

This step will connect your children to your account.

- a) Enter the School Board Name (*Surrey School District #36*)
b) Enter the School Name (*Panorama Ridge Secondary*)
c) Enter Your Child’s First and Last Name & Birth Date
d) Click **“Confirm”**
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

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

2. Select School Name from the list

Panorama Ridge Secondary

3. Enter student information

Student Number

I don't have the student number

First Name

Last Name

Birth Date

Date format: mm/dd/yyyy

Confirm

Step 4: View Items or Add Another Student

If you have more children, select **“Add Another Student”** option and repeat the steps above. Up to 5 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.

*NOTE: When using eWallet to make payments, consider this is like a ‘Starbucks’ card:

Step 1: Add funds to the wallet using direct debit or credit card.

Step 2: Add the item(s) you wish to pay to your cart.

Step 3: Go to your card and select eWallet as your payment option for the item(s) and continue steps to complete payment process.