

November 2017

Dear Parent/Guardian,

Re: Online Payment for School Expenses Now Available

We are very excited to announce that our school will now be offering **School Cash Online**, which provides you with the convenience of paying online for school items such as school fees, yearbooks in 2017/2018 and later in the next school year you may see field trips and athletic fees. We really want to save you time when paying for school expenses, so we can't wait for you to take advantage of this opportunity. *School Cash Online* is a safe and secured way to pay without the need for cash or cheques – fees can be paid through **3** different payment methods: Credit Card, myWallet and eCheque.

Please follow the link below to register online (it takes less than 5 minutes!). Once you have registered your child, you will be able to see when they have a new item posted online for purchase. You also have the option to be notified whenever your child has a new school expense due, so you don't have to worry about missing the deadline.

To set up an account and explore the system, please follow the instructions below. We look forward to hearing your feedback!

Register Online: Note: School Cash On-Line offers communications in different languages – please see the 'Select Tab' at top right corner of the home page.



Step 1: Please visit the school's website at: www.surreyschools.ca/schools/guildfordpark and navigate your way to the School Cash Online page by clicking on the 'Parent' tab, selecting 'Pay Fees Online'.

Step 2: Register by selecting the "Get Started Now" and following the steps.

Step 3: After you receive the confirmation email, select the "click here" option, login in and add each of your children to your household account.

✓ Convenient ✓ Safe ✓ Secure

If you have any questions during the registration process or while shopping online, please select the **SUPPORT** option in the top right hand area of the screen or contact the parent help desk at 1-(866)-961-1803.

Sincerely,

Mr. Brian Tait, Principal



Detailed Registration Steps on back

SchoolCashOnline "Registration"

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

Step 1: Register

a) If you have not registered, please go to the *school's website* at www.surreyschools.ca/schools/guildfordpark and navigate your way to the *School Cash Online* page by clicking on the "**Parent**" tab, selecting "**Pay Fees Online**" and select the "**Get Started Today**" option.

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 with your account.

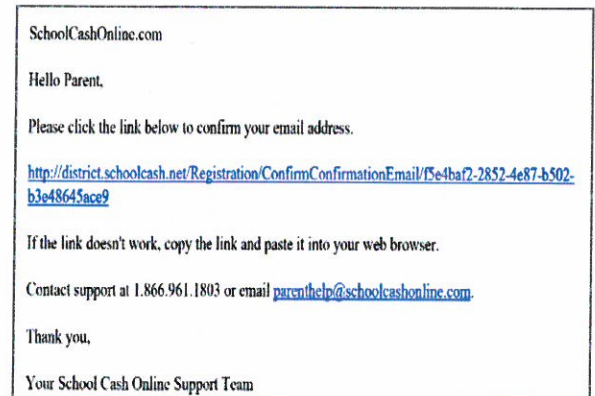
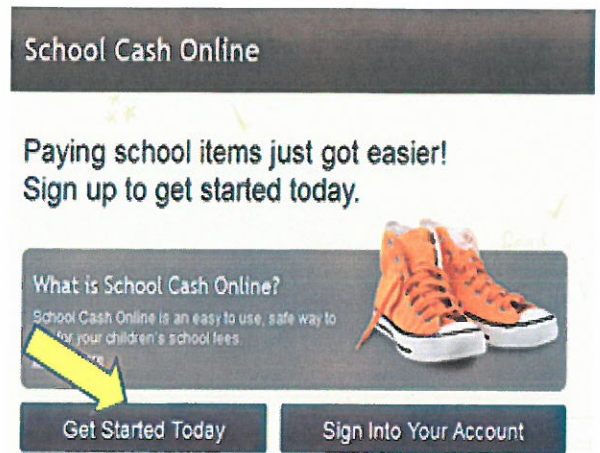
Step 3: Find Student

This step will connect your children to your account.

- Enter the School Board Name.
- Enter the School Name.
- Enter Your Child's First Name, Last Name and Birth Date.
- Select **Continue**.
- On the next page confirm that you are related to the child, check in the **Agree** box and select **Continue**.
- 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. 8 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.



Find Student

School Information

School Board Name: Looking for a student in a different school board?

School Name:

Student Information

Do you have the student number?

Student Number

I don't have the student number.

First Name

Last Name

Birth Date Date format: mm/dd/yyyy

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

Register Today!

Guildford Park Secondary

1. Create Your Profile

Go to

<https://surreyschools.schoolcashionline.com/>

and click on "Get Started Today".

2. Confirm Your Email

Check your inbox for the email confirmation and click on the link inside. Sign in with your new login details.

Stay connected by selecting "Yes" to email notifications about upcoming fees.

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

3. Add a Student

Click "Add Student" and fill in the required fields with your child's details.

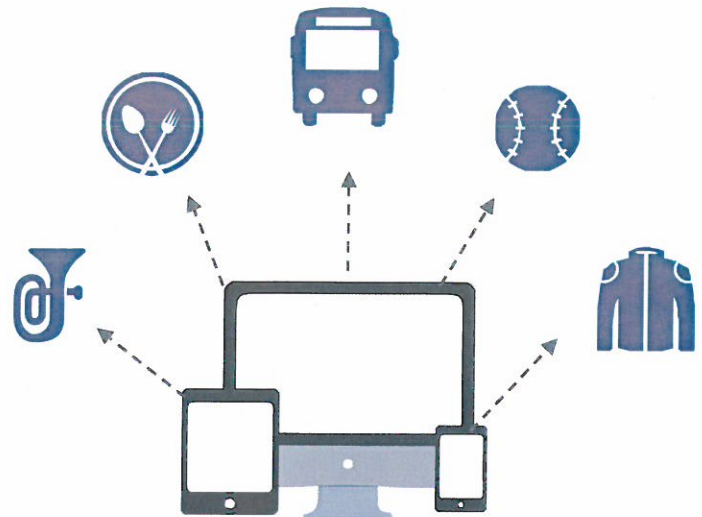
Why sign up for *School Cash Online*?

School Cash Online is an online parent portal that offers a safe, fast and convenient way to pay for school activity fees.

- ✓ Pay for your child's school fees online. Anytime, anywhere.
- ✓ Stop sending your child to school with money.
- ✓ Get automatic email notifications about upcoming school fees and activities.

Purchase these items and more online.

Use your computer, tablet or smartphone to register and pay online.



Which payment methods are accepted?



Credit Card

Pay with Visa or MasterCard on *School Cash Online* by entering your credit card number, CVV number (the three digits on the back of your card), card expiry date, and billing information.



eCheck

An electronic version of a paper check used to make payments online. Anyone with a checking or savings account can pay by eCheck on *School Cash Online*.



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.