



## SCHOOL FEES ONLINE PAYMENT 2018-2019 Student & Grad Fees and Yearbook

The School District #36 (Surrey) preferred method of payment for school fees is our *School Cash OnLine* System. This system is safe and efficient and reduces the need to send your student to school with cash or cheques. **North Surrey Secondary will be accepting *School Cash OnLine* payments OR payments in the office beginning August 28, 2018**

### Parents Register Online:

#### Step 1: Create Your Profile

Go to: <https://surreyschools.schoolcashonline.com>

Click on "Get Started Today" (For security reasons your password requires 8 characters including one uppercase letter, one lowercase letter and a number)

#### Step 2: Confirm Your 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)*

- a) Enter the School Board Name
- b) Enter the School Name
- c) Enter your child's Name & Birth Date (Student number is not required)
- d) Select Continue
- e) On the next page confirm that you are related to the child in the Agree box and select Continue
- f) Your child has been added to your account

#### Step 4: View Items or Add Another Student

- a) Add Another Student - 5 children can be added to one parent account
- b) View Items For Students – A listing of available items for purchase will be displayed

### Payments may be made by

**Credit Card** – Pay with Visa or MasterCard by entering your credit card number, CVV number, card expiry date and billing information

**eCheck** – An electronic version of a paper cheque used to make payments online. A chequing or saving account is required

**myWallet** – an online wallet that can be loaded to hold funds and pay for your child's fees. Can be used to pay current fees or school fees at a later date.

*If you have any questions during the registration process or while paying for items, please select the **SUPPORT** option in the top right hand area of the screen.*

*School Cash OnLine support is also available 24 hours a day, 7 days a week at 1-866-961-1803*