



**WEST
VANCOUVER
SCHOOLS**

A world of opportunity

Dear Parent/Guardian,

West Vancouver Schools use *School Cash Online* as the preferred method of payment for all school fees, everything from field trips to yearbooks.

School Cash Online allows parents to pay school-related fees safely, quickly and easily. By using *School Cash Online*, you help increase efficiency and security at schools. Students are not carrying cash and cheques to school. Teachers and secretaries are able to focus more of their time on helping students, and less on counting cash.

School Cash Online shows all of the school fees available to your student for purchase. You can view and purchase these fees online with a credit card, an eCheque, or with myWallet. You can also stay informed of upcoming events and keep track of which school fees require your attention. If you have more than one child in a West Vancouver School, you will be able to see the school fees for all of them in the same account.

Register today and begin enjoying the benefits and ease of paying online.

West Vancouver Schools

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?

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, as you would with a gift card. It can take up to 7 days from the date the funds are loaded for funds to become available.



eCheque

An electronic version of a paper cheque used to make payments online. Anyone with a chequing/savings account can pay by eCheque through *School Cash Online*. To pay with an eCheque, simply enter your account number on the payment screen and click Submit.



Credit Card

MasterCard and Visa

How do I use myWallet?

myWallet offers you a secure alternative to traditional payment methods without the need for you to enter the payment information multiple times.

- 1 Go to your district's School Cash Online portal URL (<https://westvancouver.schoolcashionline.com/>)
- 2 Click the "Sign Into Your Account" button and enter your email and password to access your account.
Select the myWallet tab, click "Add Funds to myWallet" and use eCheque to load funds into your myWallet account (it may take up to 7 days for funds to become available to pay fees).
- 3
- 4 Once your funds have been made available, add all your items to the shopping cart, select the checkout option and select the myWallet payment method to make purchases.

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

How to Pay for Items in School Cash Online

When an item is made available for you to purchase for your child, you will receive an email from School Cash Online. If you have not bookmarked the website address, you will find the link on your school's webpage. Look for this button:



Sign into your account using your email address and password associated with your account. If you have forgotten your password, check that box and School Cash Online will contact you by email.

When you have signed into your account, choose which child has the fees you wish to pay, and all the fees available will show up. Select the ones you are paying for, add to cart, then click on "Checkout" and proceed to the payment area. Select the Payment method, and Continue to complete the payment process.

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 cheque used to make payments online. Anyone with a chequing or savings account can pay by eCheck on *School Cash Online*.



myWallet

An online wallet 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.

SchoolCashOnline

How to Register for School Cash Online

For safety and efficiency reasons, West Vancouver Schools would like to reduce the amount of cash and cheques coming into its schools. Please join the thousands of parents who have already registered and are enjoying the convenience of paying ONLINE by following these step-by-step instructions. It takes less than 5 minutes to register.

NOTE: If you require assistance, select the *SUPPORT* option in the top right hand corner of the screen. At this time, Support is available only in English.

You may translate the pages into the language of your choice by clicking on the “Select Language” button in the top right corner of the page.

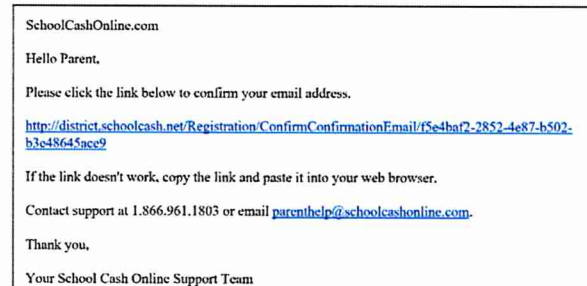
Step 1: Register

- a) If you have not registered, please go to the *School Cash Online* home page <https://westvancouver.schoolcashionline.com/> 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. Select “Yes” to receive email notifications about upcoming fees.



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 PIN (Personal Identification Number given to you by the school), Last Name and 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. 8 children can be added to one parent account. If you do not wish to add additional children, select the “**View Items For Students**” option. A listing of available items for purchase will be displayed.