

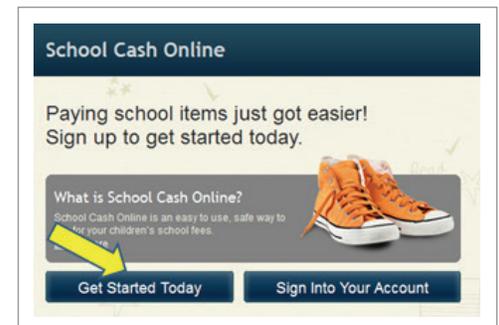
For safety and efficiency, HWDSB would like to reduce the amount of cash and cheques coming into our schools. Please join the thousands of parents who have already registered and are enjoying the convenience of paying online! It takes less than five minutes to register. Please follow these step-by-step instructions, so you will begin to receive email notifications regarding upcoming events involving your child(ren).

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

Step 1: Register

If you have not registered, please go to the School Cash Online home page at <https://hwdsb.schoolcashonline.com> and select the “Get Started Today” option.

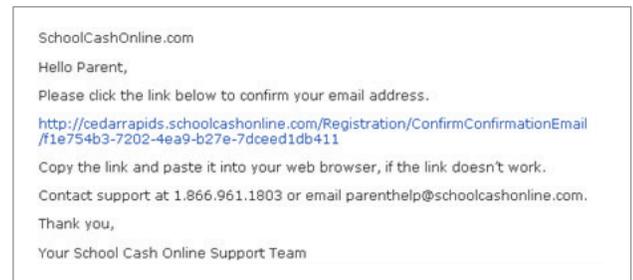
- a) Complete each of the three Registration Steps
 - *For security reasons your password requires eight characters, including one uppercase letter, one lowercase letter and a number.
- b) Opt in to receive notification by email when new items become available.



Step 2: Confirmation Email

You will receive an email confirming your registration. 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

Note: Student number is not required

This step will connect your child(ren) to your account.

- a) Verify the school board name
- b) Select the school name
- c) Enter the custom PIN code provided by your child’s teacher (in agenda or on the reverse side of this flyer)
- d) Enter your child’s name & birth date
- e) Select confirm
- f) On the next page confirm that you are related to the child, check in the Agree box and select Continue
- g) 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. Up to five children can be added to one parent account.

If you do not wish to add additional children, select ‘View Items For Students’. A listing of available items for purchase will be displayed.

Add Student

1. Type in the School Board name and select one from the list
 Hamilton-Wentworth District School Board
 Change school board name.
2. Select a school 
3. Enter student information
 SCO Student PIN *
 Last Name *
 Birth Date *
Date format: mm/dd/yyyy

[I don't want to add a student](#)

Payment Methods: Three Online Options

Option 1:



myWallet

An online wallet that can be loaded to hold funds and pay for items on School Cash Online.

myWallet eliminates the need to enter payment information multiple times. Simply sign into your account and select the myWallet tab. Click Add Funds to myWallet and use an eCheque to load funds into your account.

Once the funds are available, add all items into your shopping cart and select the myWallet payment method in your checkout options.

Option 2:



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 routing and account number on the payment screen and click Submit.

This option is best suited to families who do not incur bank transaction fees for each cheque/withdrawal.

Option 3:



Credit Cards

Due to parent demand, we now accept payment by VISA or Mastercard.



Families will still have the option to send cash or cheque for school-related expenses. However, we encourage you to get on board with our new service.

School Cash Online's top priority is keeping your personal information safe. School Cash Online adheres to the highest industry standards of security. School Cash Online will never contact you to obtain confidential information by phone, email or mail.

Need Assistance?

If at any time during the registration process you need help, the Parent Help Desk is available to solve any puzzles that parents may have when using School Cash Online, or to answer questions regarding online security. Our friendly staff are available 24/7 (365 days). They can assist parents with:

- Registering
- Password recoveries
- Finding their children in the system, or
- Any checkout or payment issues.

Please contact (toll-free):

Parent Help Desk: 1-866-961-1803

or email: parenthelp@schoolcashionline.com

PARENTS OF JK/SK STUDENTS MAY COMPLETE UP TO THE BEGINNING OF STEP #3 IN ADVANCE.

THE SCHOOL WILL PROVIDE A CUSTOM PIN CODE SO THAT YOU MAY ADD YOUR CHILD(REN) TO YOUR SCHOOL CASH ONLINE ACCOUNT IN LATE SEPTEMBER.