

For safety and efficiency reasons, HWDSB would like to reduce the amount of cash and checks received by 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 to begin receiving email notifications regarding upcoming events involving your child(ren).

*NOTE: If you require assistance, select the "SUPPORT" option at the bottom right hand corner of the screen. Language preference can be selected at the bottom left hand corner of the screen.*

## Step 1: Register

- If you have not registered, please go to the School Cash Online home page <https://hwdsb.schoolcashionline.com> and select the "Get Started Today" option.
- Complete each of the three Registration Steps  
*\*For security reasons your password requires eight characters, one uppercase letter, one lowercase letter and one 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.

- Verify the School Board Name.
- Select the School Name.
- Enter Your Child's First Name, Last Name and Date of Birth.
- 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. Eight 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.

## Payment Methods: Two Online Options

### Option 1:



#### eCheque

An electronic version of a paper cheque used to make payments online.

Anyone with a chequing or 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 2:



#### 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](tel:1-866-961-1803) or email: [parenthelp@schoolcashionline.com](mailto:parenthelp@schoolcashionline.com)