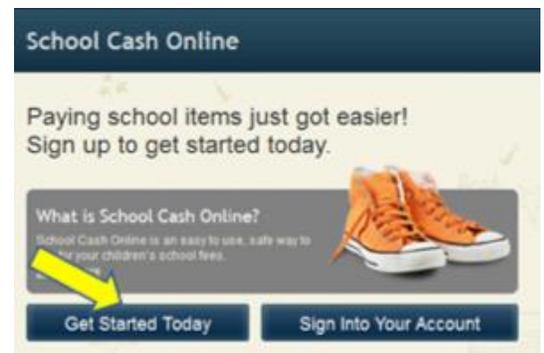


How to Register for School Cash Online

This information has been customized for the following student.

Student Name:	Grade:
School:	Student #:

To ensure safety and efficiency, the Halton District School Board (HDSB) encourages all families to pay fees online using **School Cash Online**. Online payment users benefit from knowing students are not carrying cash to school which can be easily forgotten, misplaced or not handed in to the school office in time. Join the 50,000+ HDSB parents/guardians 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 payment for upcoming events involving your child(ren).



Some of the added benefits parents/guardians enjoy from using School Cash Online include:

- Pay by credit card, including Visa, Mastercard, Visa Debit, Mastercard Debit
- Reminder emails, so you never miss a payment due date
- Only view items available to purchase online that are applicable to your child
- One-time registration – the system will update automatically as students move schools
- Google Translate, available in almost 100 languages to provide assistance
- Receive your tax receipt by email for online donations of \$20 and over
- Parent Help Desk Support available 24/7

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

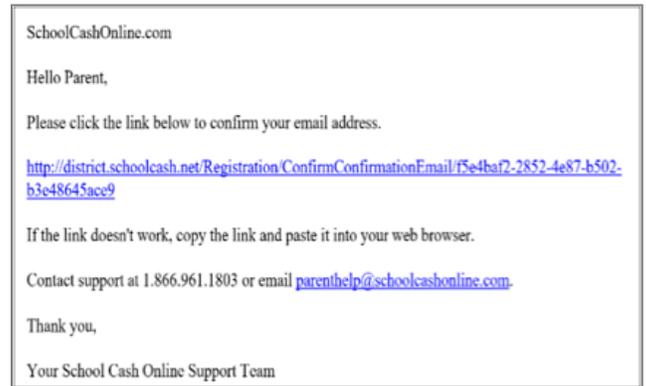
Step 1: Parent/Guardian registration

- a) To register, please go to the **School Cash Online** website at <https://hdsb.schoolcashionline.com/> and select ***“Get Started Today”***.
- b) Complete the three (3) Registration Steps

- c) *For Security Reasons, your password requires eight (8) characters, one (1) uppercase letter, one (1) lowercase letter, and one (1) number.
 After selecting your password, check the box to “Yes” to consent to receive email notifications for new fees associated with your student and updates on school-related activities.

Step 2: Confirmation email

A registration confirmation email will be sent to you. Click on the link provided in the email to confirm your email and **School Cash Online** account. The confirmation link will open **the School Cash Online** website and prompt you to sign-in to your account. Log in using the email address and password you used to create with your account.



Step 3: Add student

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

- Verify the School Board Name is “Halton District School Board”.
- Select your child’s School Name from the dropdown list.
- Enter your child’s student number (provided by the school), last name (as shown below) and birth date. *
- Select **Confirm**.
- On the next page, confirm student information, check the “Agree” box and select your relationship to the child. Select **Continue**.
- Your child has been added to your account.

* Please use the Last Name and Student Number provided by the school as shown below to complete the “Add Student” process. Include punctuation, hyphens and blank spaces in the last name if applicable.

Student Number:	
Last Name:	

Step 4: Add another student

If you have more children to add, select **“Add Another Student”** and repeat the steps above. Up to eight children can be added to one parent/guardian account.

If there is more than one parent/guardian who will be paying fees on behalf of your student(s), please share this registration information. A student may be added to up to five parent/guardian accounts.

Questions? Please click on the **Support** tab in the lower right hand corner of the screen.

Here, you will be able to get help with frequently asked questions. If you can’t find the answer, you also have the option to click on **“Contact us”** to request additional support from a **School Cash Online** representative.