

ONLINE PAYMENT FOR SCHOOL EXPENSES HOW TO

FOLLOW THE LINK AND CREATE YOUR CHILD'S SCHOOL CASH ACCOUNT.

We wanted to let you know that *School Cash Online* is St Mary's preferred method of payment for all school fees, field trips costs, club/athletic fees. **There may not be charges for some fieldtrips. .**

This system saves time, less paper and more convenient for everyone. *School Cash Online* is a great way to pay without the need for cash or cheques, review and sign fieldtrip permission forms and will help increase efficiency and security at the school. You will receive a link to register online (it takes less than 5 minutes!). Once you have registered your child, you will be able to see when they have a new item posted online for purchase. You also have the option to be notified whenever your child has a new school expense due, so you don't have to worry about missing the deadline. To set up an account, please follow the instructions below.

How to Create a School Cash Online Account

Step 1: Please click on this link: <https://christtheredeemer.schoolcashonline.com> Click Register

Step 2: Type your first name, last name, and email address, and create a password.

Step 3: Select a security question

Step 4: Select YES to receive email notifications. You will not receive any marketing emails. (Selecting YES enables the system to send you fee notifications.)

Step 5: School Cash Online will send you a registration confirmation email. If you do not receive it, check your Spam folder.

Step 6: Use your email address and password to log in.

How to ADD a student to your School Cash Online Account

Step 1: Sign into School Cash Online through <https://christtheredeemer.schoolcashonline.com>

Step 2: From the menu at the top of the page, select My Account

Step 3: From the dropdown menu, select My Students

Step 4: Click to add a student – Type in your School Board Name

Step 5: Select your school name from the list

Step 6: Enter student details (you will need your child's Alberta Student Number, if you don't have it you can call the office). The system is fully secure, with PCI certification

Step 7: Click Confirm

How to Make a Payment or Complete a Form

Step 1: You will be able to view any available items or forms attached to the students that are set up on your account.

Step 2: Select the item which you would like to purchase/complete and click "Add to Cart"

Step 3: Once you have finished adding items to your cart, select "Check Out"

If you have any questions, please don't hesitate to call the office 403-938-8048.