



your account.

Proceed by clicking on “Continue” and then check out by selecting the eCheck method of payment to complete the process of adding funds to myWallet.

How do I use myWallet to make a purchase? Once you have all your items in the shopping cart, select the checkout option, select the payment method of myWallet.

FREQUENTLY ASKED QUESTIONS

Can each parent have a separate account?

Yes. School Cash Online was designed for parents, grandparents, guardians etc. to have individual accounts. The student can be added to up to five different “parent” accounts.

Why does School Cash Online need my email address?

School Cash Online needs your email address: for your username to log into the system in order to email you a receipt for payments made to enable you to receive notification of school events. We value your privacy and respect your security concerns. For more information on our privacy policy, please check our website.

How do I change my personal details?

Log into your School Cash Online account and select the “My Account” tab. Click on “Edit My Personal Information” option, your personal details will be listed. Make the necessary changes, then select the SAVE button.

I have changed my email address, how do I update?

Log into your School Cash Online account and select the “My Account” tab. Click on “Edit My Personal Information” option, your personal details will be listed. Make the necessary changes, then select the SAVE button.

Can I receive an email notification letting me know that there are items to be purchased?

Yes, email notifications are sent to the account holder when new items are uploaded to your child’s profile. To verify that you have accepted email notifications, select the “My Account” tab, click on the “Manage Email Notifications” option. Click on the option to activate the email notification, and then select the CHANGE button to save your information.

How often will I receive email notifications?

Email notifications are sent when new items have been posted for your child. These notifications will only be sent twice a week and only for new items. Don’t worry, we won’t spam your email.

I would like to make a partial payment on an item. How can I do this?

Unfortunately, we do not accept partial payments. Item amounts are created at the school level. Please contact your school to make other arrangements.

How long does it take for money to be deducted from my bank account?

Most payments are deducted within three business days. It does depend on your individual bank as to the frequency.

Will I get a receipt?

You will receive receipt information on screen once your payment has been successfully processed. You are able to print a copy of the receipt by clicking the Print icon.

How do I know if my payment was successful?

If you have reached the payment receipt page, then yes, your payment should have been successful. If you are in any doubt as to the success of your payment select the “Payment History” tab which will give you historic information on payments made.

How can I obtain a myWallet refund?

myWallet refunds can be requested at any time by the parent. To receive a refund, please submit a request at mywallet@kevgroup.com detailing the refund amount with supporting information (Username, Student First Name, Last Name, and School Board Name).

St. John’s College



St. John’s College now requires that all parents shop online from the convenience of their home for all school related activities fees.

For safety and efficiency reasons, the Brant Haldimand Norfolk CDSB would like to reduce the amount of Cash & 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 5 minutes to register. Please follow these step-by-step instructions, so you will begin to receive email notifications regarding school related fees involving your child(ren), i.e., extra-curricular fee, activity fee, field trips, course enhancement fees, retreats, graduation fees involving your child(ren).

This is the process now used at St. John’s College for fee payments.

School Cash Online is an online payment service used by St. John’s College to advise parents of school fees assigned to their child. Once a fee has been posted by the school you will receive an email and are able to quickly go online and make secure and convenient payments which are instantly sent to the school.

Where Do I Start? What is School Cash Online?

- 1 Go to the website address indicated on this page.
- 2 Take 5 minutes to register and attach your child to the newly created account.
- 3 Review and purchase the school fees you want to pay for.

Register at
<https://bhncdsb.schoolcashonline.com>
and follow the Step-By-Step instructions on Page 2.



School Cash ONLINE

www.schoolcashionline.com



NOTE:

Do not hesitate to contact
the school for assistance.

Step 1: Register

If you have not registered, please go to the School Cash Online home page <https://bhncdsb.schoolcashionline.com/> and select the **"Get Started Today"** option.

Complete each of the three Registration Steps:

Step 1: Parent Name

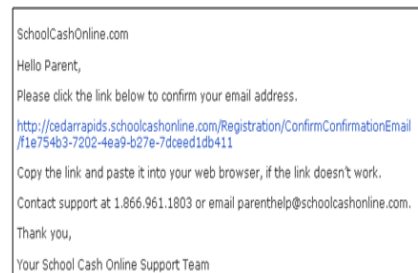
Step 2: Address / Email Address

Step 3: Password [*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.



Record Email Used:

Record Password Used:

Step 3: Find Student

Note: Student Number is Not Required

This step will connect your children to your account.

Enter the School Board Name [Brant Haldimand Norfolk CDSB]

Enter the School Name [St. John's College]

Enter Your Child's Name & Birth Date

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

Find Student

School Information

School Board Name: School Board 1575
Looking for a student in a different school board?

School Name: Eagle High School

Student Information

Do you have the student number?

Student Number

First Name:

Last Name:

Birth Date:

Date format: mm/dd/yyyy

Continue (No students? [Click here](#))

Step 4: View Items or Add Another Student

If you have more children, select **"Add Another Student"** option and repeat the steps above. 5 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 payment/purchase will be displayed.

2

How do I pay for an item?

Log into your School Cash Online account, items that are available for payment will be displayed for all students. Select the "Add to cart" for the items that you wish to pay for. Continue to add items to the cart, and then select the "Checkout" button.

Payment Options

1 eCheck - We recommend "eCheck" as your method of payment as this is a one step immediate payment.

School Cash Online does not store your eCheck details for security reasons and industry compliancy. You will therefore need to enter the information every time you checkout.

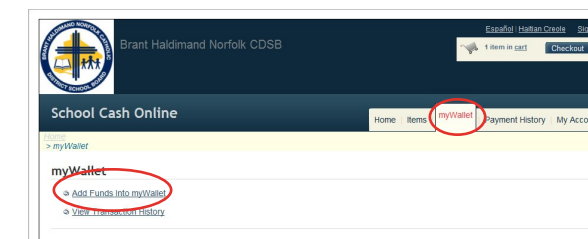
You will need your

- Bank Transit #
- Institution #
- Account #

2 myWallet - We do not recommend this method of payment as there is a seven (7) day waiting period before you can use the most recently added funds in myWallet to pay for school fees. However, if you wish to deposit a sum of money into myWallet it can be drawn on for future payments.

How do I add funds to myWallet?

Log into your School Cash Online account and select the "myWallet" tab.



myWallet continued on next page

myWallet / continued

Click on "Add Funds into myWallet" option and then enter the amount you would like to deposit in

NOTE: Payment with a credit card is not an option.

3

NO BANKING INFORMATION IS STORED

Both methods are highly secure and safe, CSAE3416 and SSAE16 system that meets the highest privacy standards.

CSAE 3416
Certified

SSAE 16
Certified

METHOD OF PAYMENT OPTIONS