



School Cash ONLINE

For Safety and Efficiency reasons, School District # 23 and we at Ellison Elementary would like to reduce the amount of Cash and Cheques coming into our school. Paying online streamlines the process for both teachers and the office staff.

School Cash Online is an easy to use and safe way to pay for your children's school fees. Make payments with either a credit card or debit card.

School Cash Online is:

Convenient – Make secure payments 24/7 from your own home

Easy To Use – Options include debit or credit card

Safe – Your child won't be carrying cash or checks to and from school

Saves Time – Manage your school expenses and view payment history in one place

Please follow these step by step instructions, so you can start enjoying the convenience of paying online. It takes less than 5 minutes to register.

Go to the **School Cash Online** website at centralokanagan.schoolcashonline.com or go to our school website www.ele.sd23.bc.ca and click on the **Online Payment** link

STEP #1 - REGISTER by selecting the "**Get Started Today**" and complete the 3 steps.

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. Use your email address and password just created with your account.

STEP #3 - FIND STUDENT (Note: Student Number is Not Required)

- * Enter Your Child's Name and Birth Date
- * Choose and confirm your child(ren).
- * Choose "**My Account**" and then "**View My Students**"
- * Choose your child (all your children will then appear). Start with first child and add the first fee to your cart, press back button and repeat until all fees are added to cart. (Unfortunately, all fees have to be added to cart individually).
- * Once all items are in cart, go to '**Check Out**'. If all fees are attached, press Continue
- * Make payments by credit card or debit card (review & complete)
- * You are done!! **THANK YOU!**

If you encounter any problems, please contact Mrs. Csuka at the school office at 250-870-5140