Registering for School Cash Online

Sooke Schools 62
Shaping Tomorrow Today
Already set up an account during bus registration?

Skip directly to step 6 and sign into your account and continue to follow these step-by-step instructions.
**Why give consent to use School Cash Online?**

To make it easier for parents to pay online for school fees from text books to lunches!

**Please note:**

The system is designed to extract some of your student's personal information contained in MyEdBC (Ministry school database), with School Cash Online. This information will be shared through a secured FTP (file transfer protocol) site (similar to online banking) and will only be used for the purpose of student fees and online payments.
Step 1: Visit School Cash Online:  [https://sd62.schoolcashonline.com/](https://sd62.schoolcashonline.com/)

Step 2: Click on “Get Started Today”
Step 3: Enter first and last name, click “Continue”
Step 4: Fill out information required & click “continue”
Step 5: Complete information by entering a password & security question
Step 5: Check your email box and click on the link to activate your account. Please make sure to check your spam/junk folder too.
Step 6: Once account has been created and you have confirmed it in your email’s inbox, click “Sign In”

Step 7: Enter your sign in information
If you find yourself at this page after confirming your email address, please ignore it and click on the Items button. Do not enter information on this page.
Step 8: Once you have signed in, click “Items” and select “SCHOOL CASH ONLINE CONSENT FORM”
Step 9: Enter information into each required area
After you have filled out the form, hold down mouse cursor to sign your name.

Once you have completed the form, click Add To Cart
Step 10: Click **Continue** to complete registration.

**What's In Your Cart?**

<table>
<thead>
<tr>
<th>Item Name</th>
<th>Qty</th>
<th>Price</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCHOOL CASH ONLINE CONSENT FORM - 2016/2017</td>
<td>1</td>
<td>No Cost</td>
<td>Remove</td>
</tr>
</tbody>
</table>

Total: $0.00 CAD

Select More Items

After you have clicked *Add To Cart* This page will appear. **Click Continue** to complete your registration.

PLEASE NOTE: If you do not click *Continue*, your registration will be incomplete and you will not receive a confirmation email.
Once you have completed, signed, added the form to “cart” and clicked “continue” on the final page, you will receive an email confirmation letting you know that your registration is complete.

• *If you do not receive an email confirmation:*

   Email: schoolcashschool@sd62.bc.ca