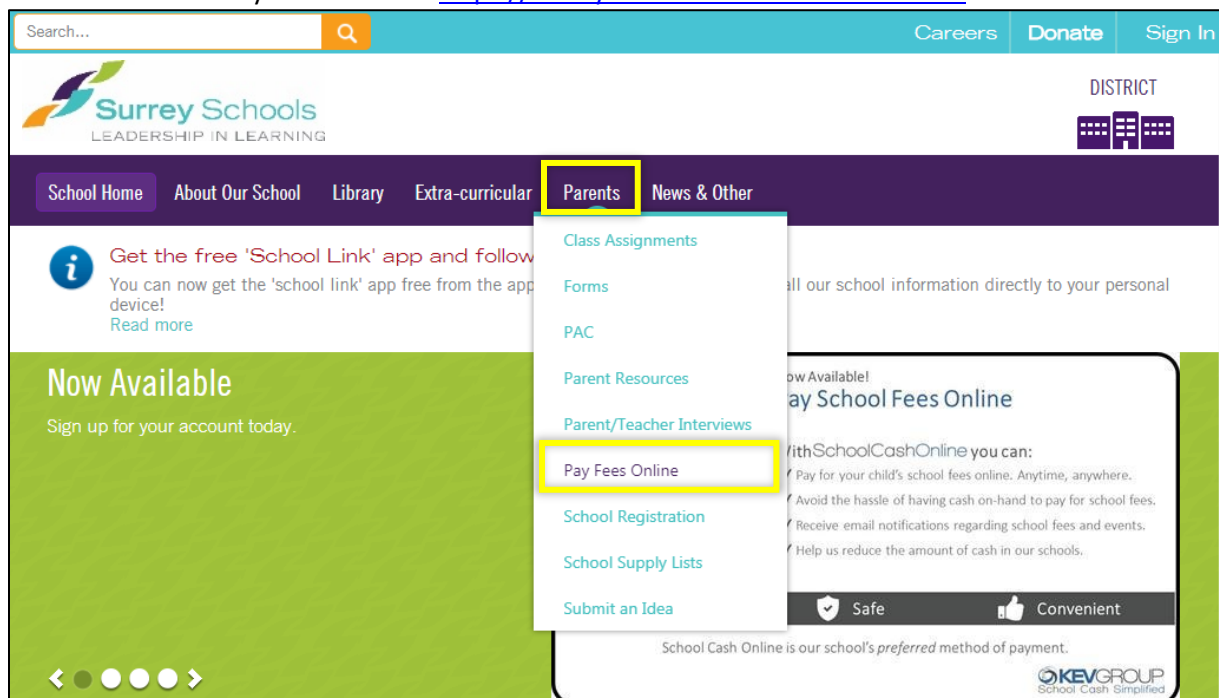


# How to Register for Online Payments

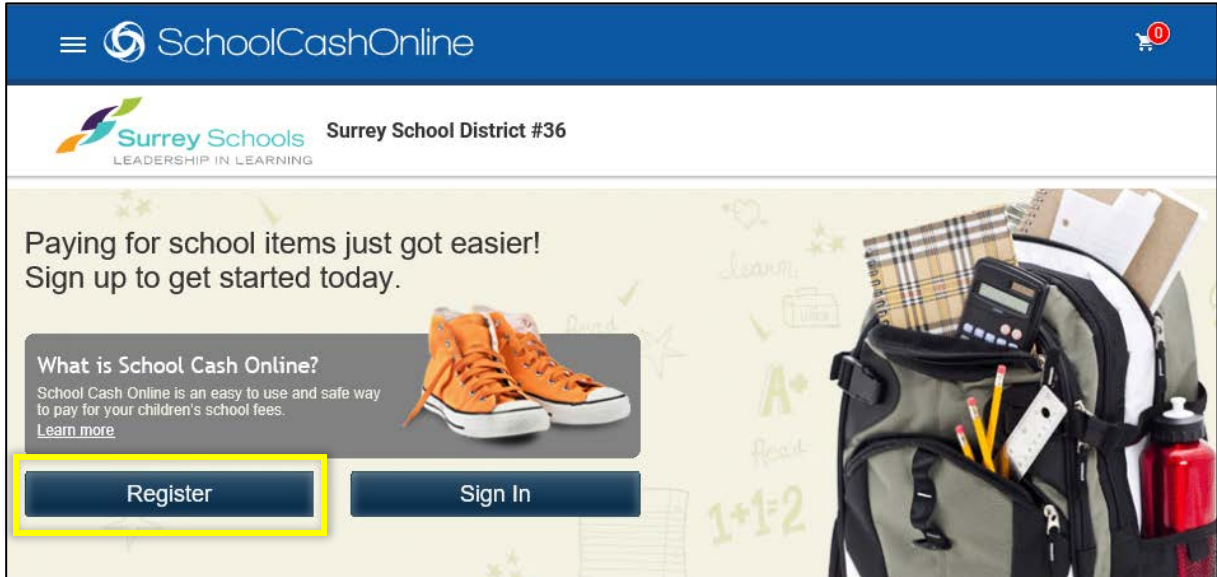
The School District #36 (Surrey) preferred method of payment for school fees is our *School Cash Online* system. This system is safe and efficient and reduces the need to send your student to school with cash or cheques. Parents register online by creating a profile, confirming their email address, and finding and adding their student(s). Payments may be made for basic student fees as well as optional enhancements and extracurricular activities/items to do with athletics, graduation, yearbooks, school supplies, workbooks and exams. If you have any questions during the registration process or while paying for items, please select the SUPPORT option in the top right hand area of the screen.

School Cash OnLine support is also available 24 hours a day, 7 days a week at 1-866-961-1803

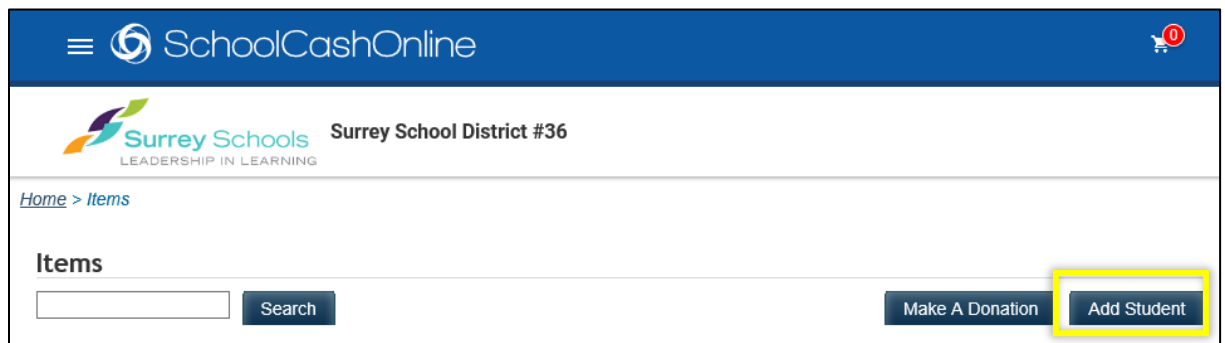
1. Visit the school website at: <https://www.surreyschools.ca/schools/johnht/>
2. Hover the mouse over the “Parents” tab and click “Pay Fees Online”. You will be taken directly to the School Cash Online system website: <https://surreyschools.schoolcashonline.com>



3. Click “Register” and follow the prompts to set up your account. (For security reasons your password requires 8 characters including one uppercase letter, one lowercase letter and a number).

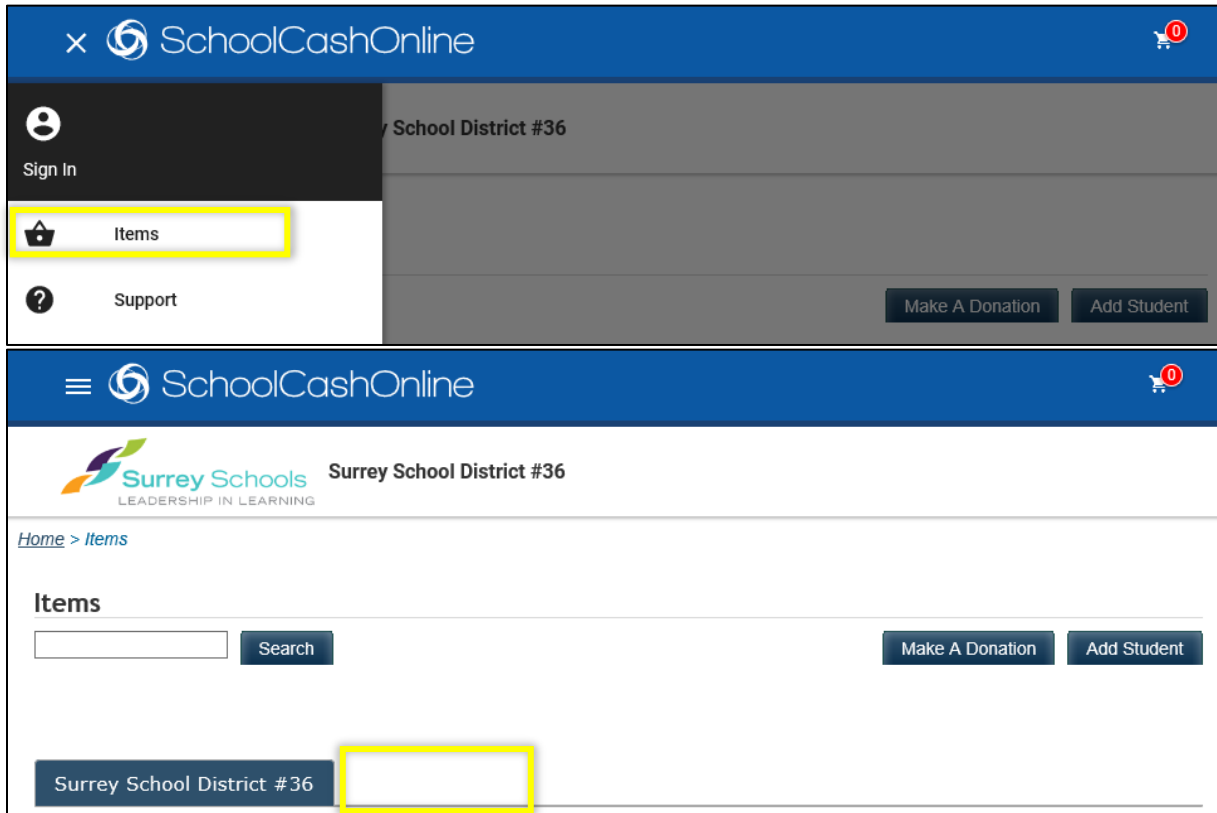


4. A registration confirmation email will be forwarded to you. Click on the link provided inside the email to confirm your email and *School Cash Online* account. The confirmation link will open the *School Cash Online* site prompting you to sign into your account. Use your email address and password just created with your account. Click “Add Student” and follow the prompts to attach your child. Be sure to attach your child to your account to receive notifications of fees posted online.
  - a. Find Student
  - b. Enter the School Board Name
  - c. Enter the School Name
  - d. Enter your child’s Name & Birth Date (Student number is not required)
  - e. Select Continue
  - f. On the next page confirm that you are related to the child in the Agree box and select Continue. Your child has been added to your account. You may now Add another Student, if applicable. Up to five children can be added to one parent account.



g.

5. After you have added your child or children, click “Items” from the top left menu. You will see your child’s name as a new tab beside the Surrey School District #36 tab. A listing of available items for purchase will be displayed.



6. Click on your child’s tab to see any fees to be paid. Select the item you wish to pay for and follow the prompts for payment. You will be able to deposit funds into your account (MyWallet), pay directly from your chequing account (e-Check), or by Credit Card (Visa, MasterCard).
  - a. **Credit Card** – Pay with Visa or MasterCard by entering your credit card number, CVV number, card expiry date and billing information
  - b. **eCheck** – An electronic version of a paper cheque used to make payments online. A chequing or saving account is required
  - c. **myWallet** – an online wallet that can be loaded to hold funds and pay for your child’s fees. Can be used to pay current fees or school fees at a later date.

If you require further assistance, please contact the school [604.581.5500](tel:604.581.5500)