

myWallet is a convenient, safe and reloadable online wallet that can be used to store funds and pay for your child's items on *School Cash Online*.

Step 1: Load Funds to your myWallet

- a) Sign into surreyschools.schoolcashonline.com, click on myWallet.
- b) Click "Add Funds to myWallet" and use your preferred method of payment to load funds.
- c) Check your email for a receipt that says: "myWallet Add Funds" and the corresponding amount. *Note: an item has NOT been purchased in this step.*

Step 2: Purchase an Item

- a) Once funds have been loaded to your myWallet, click on "Items". Select the item you would like to purchase.
- b) Click "Add to Cart". If you have more items to purchase, click "Select More Items". Select "Checkout" at the top right corner when done shopping.
- c) Choose myWallet as the method of payment. *Note: your available myWallet balance is displayed, ensure there are enough available funds to cover the price of the item. If not, repeat Step 1 and return to complete the checkout process.*
- d) Check your email for a receipt that lists the item that was purchased.

For more assistance, please contact Parent Helpdesk at parenthelp@schoolcashonline.com or 1-866-961-1803