

Dear Tennyson Families,

The Vancouver School Board will soon be offering School Cash Online at **Lord Tennyson Elementary** as its method of payment for all school related fees, including field trips, all September fees and library lost books payments. This secure system helps parents/guardians and community members pay school-related fees safely, quickly and easily online.

The new system puts all of the school fees available to your student online for purchase, keeping you informed of your child's activities and needs. We will post items through the system and assign the relevant fees to your student. You can then choose to purchase these fees online with one of three different methods, including credit cards. You can also stay informed and keep track of which school fees require your attention. The system strictly adheres to Canada's privacy and anti-spam legislation and meets the latest industry standards for payment security.

We want to take this opportunity to encourage all parents to register by **Friday May 17th, 2019**. We will then pilot the system with several divisions and we will aim for full implementation effective September 3rd, 2019. We will let you know if your child's division will be on the initial pilot.

You are now able to register – a simple process that takes only a few minutes – by visiting <https://vsb.schoolcashonline.com> or visiting our website at <http://www.vsb.bc.ca/online-payment> and following directions to the School Cash Online page attached. **You will need your child's usual first name, last name and birth date to register.**

Should you encounter any difficulties, you can use the parent help desk at **1(866) 961-1803** or by visiting schoolcashonline.com/Home/Support.

Sincerely,

Doug Roch
Principal
Lord Tennyson Elementary

PLEASE MAKE SURE YOU READ THE INSTRUCTIONS AS THEY EXPLAIN HOW TO REGISTER ONLINE

Fast. Safe. Convenient.

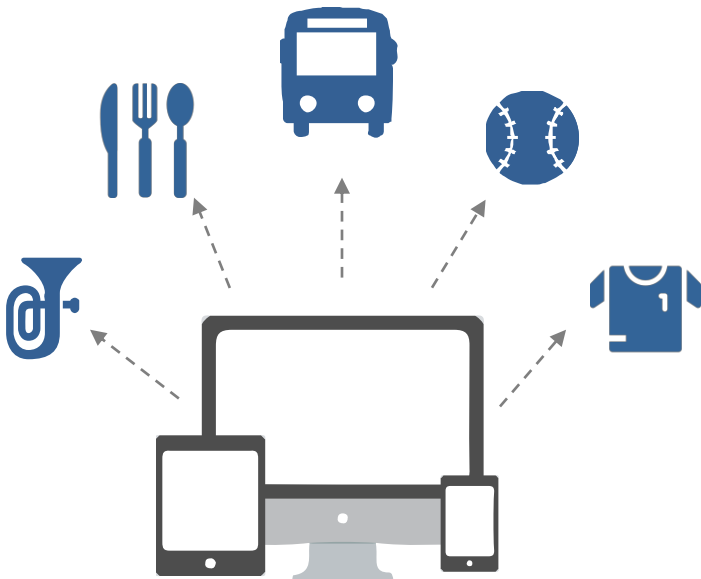
Welcome to *School Cash Online*

School Cash Online is an online parent portal that offers a safe, fast and convenient way to pay for school activity fees. The portal is customized to meet your school's needs and allows you as a parent, to add your students, make payments, check current balance/account history, print or view receipts, and receive notifications about upcoming events.

Why Use School Cash Online?

With School Cash Online, you can pay all your student's school fees with the click of a button. Wherever. Whenever. Trips to the school to drop-off cash or sending your student with money will be a thing of the past. School Cash Online also enables you to keep track of your student's school items and activities.

Purchase these items and more online.



Credit Card

Pay with Visa or MasterCard on School Cash Online by entering your credit card number, CVV number (the three digits on the back of your card), card expiry date, and billing information.



eCheck

An electronic version of a paper check used to make payments online. Anyone with a checking or savings account can pay by eCheck through School Cash Online.



myWallet

An online wallet that can be loaded to hold funds and pay for your child's fees on School Cash Online. myWallet also allows you to allocate funds to pay for school fees at a later date, as you would with a gift card.

How to Register

Follow these instructions to create your School Cash Online account today.

- 1 **Create Your Profile:**
Go to <https://vsb.schoolcashonline.com> and click on "Get Started Today".
- 2 **Confirm Your Email:**
Check your inbox for the email confirmation and click on the link inside. Sign in with your new login details.
- 3 **Add a Student**
Click "Add Student" and fill in the required fields with your child's details.



Stay connected by selecting "Yes" to email notifications about upcoming fees.



I want to receive email notifications for new fees assigned to my student and updates on school-related activities.

For more information contact Parent Helpdesk at
parenthelp@schoolcashonline.com or 1.866.961.1803

SchoolCashOnline

For safety and efficiency reasons, the Vancouver School Board would like to reduce the amount of cash and number of cheques coming into our schools. Please join the many parents who have already registered for the convenience of paying online; it takes less than five minutes. After following the easy, step-by-step instructions below, you will begin to receive email notifications regarding your child(ren)'s upcoming events.

NOTE: If you require assistance, select the *SUPPORT* option in the top right hand corner of the screen.

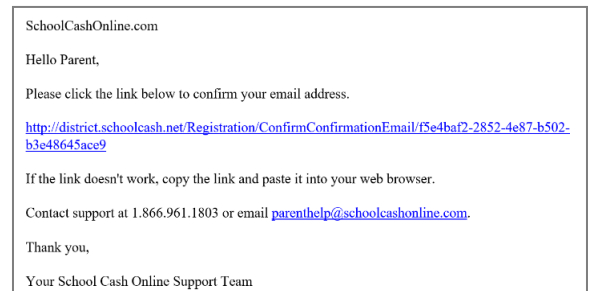
Step 1: Register

- If you have not registered, please go to the *School Cash Online* home page <https://vsb.schoolcashonline.com> and select the "Get Started Today" option.
- Complete each of the three Registration Steps
*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.



Step 3: Find Student

This step will connect your children to your account.

- Enter the School Board Name.
- Enter the School Name.
- Enter Your Child's Usual First Name, Last Name and 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: [?](#)

Student Information

Do you have the student number?

Student Number:

First Name:

Last Name:

Birth Date:
Date format: mm/dd/yyyy

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

Step 4: View Items or Add Another Student

If you have more children, select "Add Another Student" and repeat the steps above. 8 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 purchase will be displayed.