

Greater Essex County District School Board

School Cash Online

Paying for Items Online

1. Once registered, sign into your account at <https://gecdsb.schoolcashonline.com/>

The left screenshot shows the 'School Cash Online' banner with the text 'Paying school items just got easier! Sign up to get started today.' Below this is a section titled 'What is School Cash Online?' with a 'Learn more' link and a 'Sign Into Your Account' button highlighted by a red arrow. The right screenshot shows the 'Sign In' form with fields for 'Email / Username' and 'Password', and a 'Remember me?' checkbox.

2. View item(s) available for purchase by clicking on one child's tab at a time

3. Select 'add to cart'

The screenshot shows the 'Items' page on the School Cash Online website. The page header includes the Greater Essex County District School Board logo and navigation links. The main content area displays a table of items. The first item is 'Hot Dog day - Thursday May 15th (2013/14)' with a price of \$0.00 and a due date of May 08/14. The 'add to cart' link is circled in red and highlighted by a red arrow. The table also shows a description of the hot dog day and an 'Optional' status.

Item Name	Price	Due Date	Description	
Hot Dog day - Thursday May 15th (2013/14)	\$0.00	May 08/14	Hot dog day will be Thursday May 15th. A free chocolate cookie will be pro... more	Optional

4. Make your selections

Greater Essex County District School Board

Español | Haitian Creole | Sign Out

0 items in cart | Checkout

School Cash Online

Home | **Items** | myWallet | Payment History | My Account

Home > Items > Items

Fee Details

Hot Dog day - Thursday May 15th (2013/14) Amount Due:
Ansonia Elementary Public School

Hot dog day will be Thursday May 15th. A free chocolate cookie will be provided to those who pay online! No late orders! Orders are due back no later than Thursday May 8th.

Hot Dog Combo

If you wish to purchase the combo, please select the \$5 combo and select 1 juice and 1 bag of chips

- Hot Dog Combo [add \$5.00]
- Apple Juice
- Fruit punch
- Doritos
- Plain chips

5. Select 'Add to Cart' in the bottom right hand corner

6. A message will appear 'Item added to cart'

Item added to cart Close

Hot Dog day - Thursday May 15th (2013/14)

Hot Dog Combo
Hot Dog Combo
Apple Juice
Doritos
Free Chocolate Cookie
Free Cookie
Qty: 1 Subtotal: \$5.00

[View your cart](#) Checkout

7. You can view your cart at any time by clicking on the shopping basket in the top right hand corner

Greater Essex County District School Board

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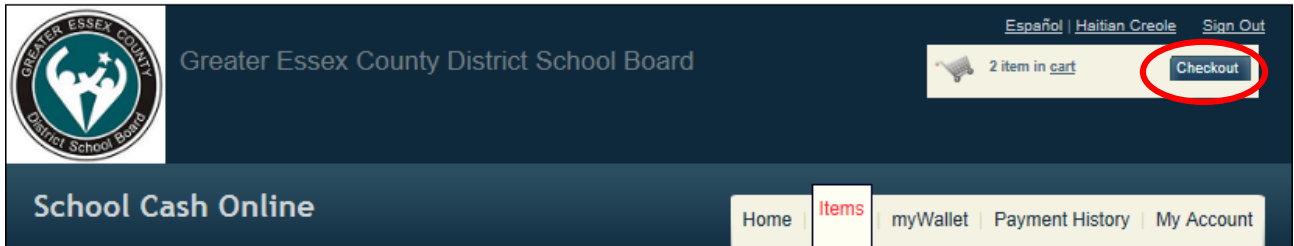
0 items in cart | Checkout

School Cash Online

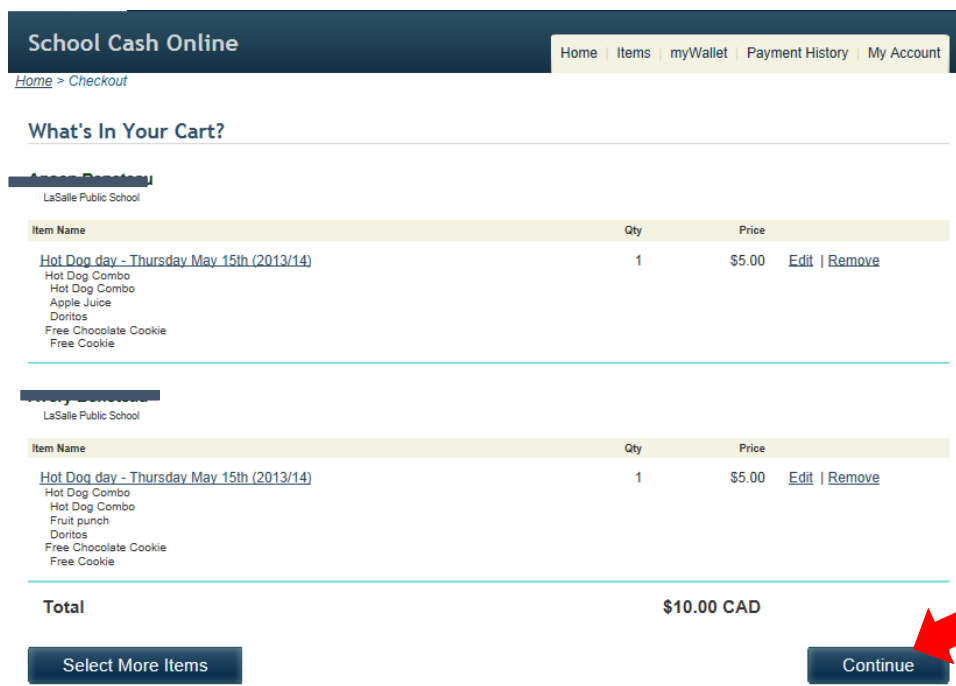
Home | **Items** | myWallet | Payment History | My Account

8. To add additional items to your shopping cart click on 'Items'

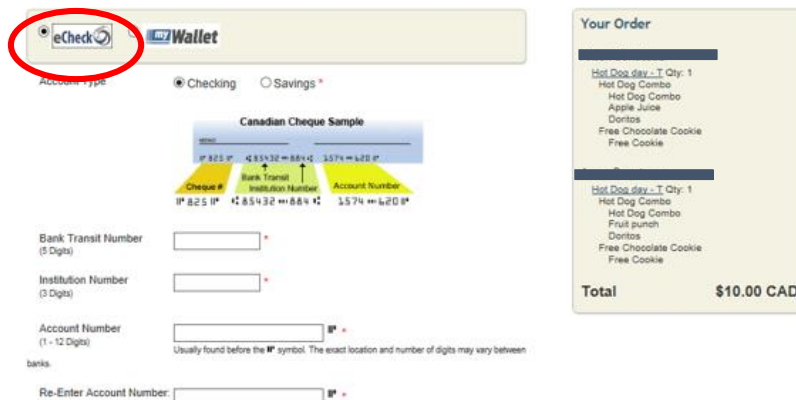
9. When your order is complete and you are ready to proceed select 'Checkout'



10. Review your order prior to selecting 'Continue'



11. Select eCheck and enter the required banking information required. See below (in Step 11) for more information on payment options.



Important Information:

- The Greater Essex County District School Board is accepting payment by bank transfer ONLY
- Credit Card payments are not available
- There are 2 different methods of payment
 1. eCheck
 2. myWallet

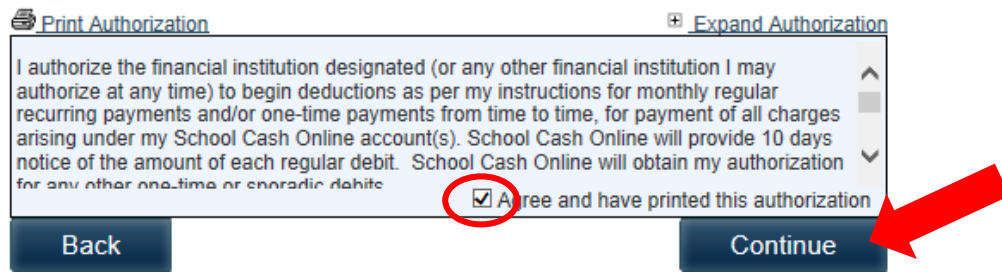
eCheck

Allows parents/guardians to pay for items immediately that are within the shopping cart. This option requires banking information to be entered each time the parent/guardian checks out.

myWallet

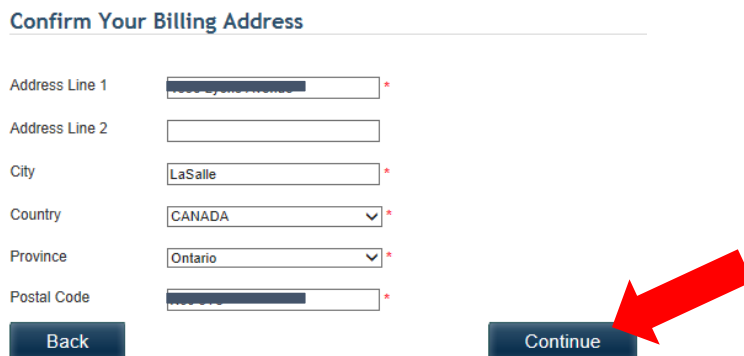
Allows parents/guardians the opportunity to put funds on account that can be drawn upon at a future date. There is a 7 day waiting period before the funds can be drawn on for purchases within School Cash Online. Banking information is only required at the initial transfer date. Banking information is not required for each transaction as the funds are drawn upon.

12. Read, authorize and select 'Continue'



The screenshot shows a 'Print Authorization' form with the following text: 'I authorize the financial institution designated (or any other financial institution I may authorize at any time) to begin deductions as per my instructions for monthly regular recurring payments and/or one-time payments from time to time, for payment of all charges arising under my School Cash Online account(s). School Cash Online will provide 10 days notice of the amount of each regular debit. School Cash Online will obtain my authorization for any other one-time or sporadic debits'. Below the text is a checkbox labeled 'I agree and have printed this authorization', which is circled in red. At the bottom of the form are two buttons: 'Back' and 'Continue'. A large red arrow points from the right side of the form towards the 'Continue' button.

13. Confirm your billing address and select 'Continue'



The screenshot shows a 'Confirm Your Billing Address' form with the following fields: 'Address Line 1' (text input), 'Address Line 2' (text input), 'City' (text input with 'LaSalle' entered), 'Country' (dropdown menu with 'CANADA' selected), 'Province' (dropdown menu with 'Ontario' selected), and 'Postal Code' (text input). At the bottom of the form are two buttons: 'Back' and 'Continue'. A large red arrow points from the right side of the form towards the 'Continue' button.

14. Review your order for any last minute changes. Select 'Complete Your Order'.

School Cash Online Home | Items | myWallet | Payment History | My Account
[Home](#) > [Checkout](#) > [Review Your Order](#)

Review Your Order

LaSalle Public School

Item Name	Qty	Price	
Hot Dog day - Thursday May 15th (2013/14) Hot Dog Combo Hot Dog Combo Apple Juice Doritos Free Chocolate Cookie Free Cookie	1	\$5.00	Edit Remove

Address Information [Change](#)

Payment Information [Change](#)

eCheck

Bank Name
Bank Transit Number
Account Number

LaSalle Public School

Item Name	Qty	Price	
Hot Dog day - Thursday May 15th (2013/14) Hot Dog Combo Hot Dog Combo Fruit punch Doritos Free Chocolate Cookie Free Cookie	1	\$5.00	Edit Remove

Total \$10.00 CAD

[Back](#) [Complete Your Order](#)

15. Wait while order is processing

Processing Your Order

We are currently processing your order.
Please do not click the back button on your browser.

KEVgroup
School Cash Simplified

■ ■ ■

16. Print receipts.

School Cash Online Home | Items | myWallet | Payment History | My Account
[Home](#) > [Checkout](#) > [Thank You For Your Order](#)

Thank You For Your Order

Your payment request has been received
This has been added to your [Payment History](#).

Receipts:

All Purchases [Print Receipt](#)

LaSalle Public School [Print Receipt](#)

LaSalle Public School [Print Receipt](#)

LaSalle Public School [Print Receipt](#)

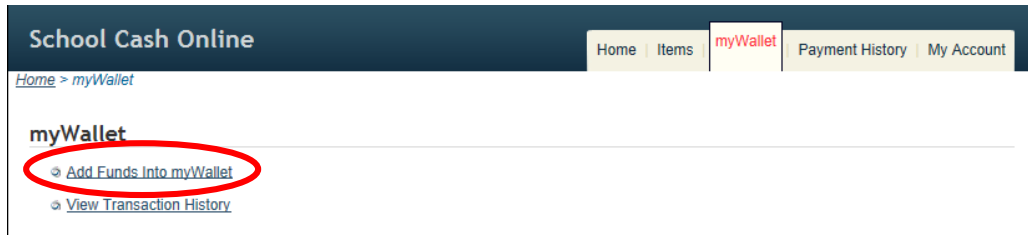
Address Information

Payment Information

eCheck

Bank Name
Bank Transit Number
Account Number

17. Optional: Add money to 'myWallet'



18. Add the denomination you wish to put on account for future use. Reminder: myWallet funds are not available to draw upon for 7 days.


Add Funds

Please select the myWallet Account and enter the Amount To Add into the myWallet account.

myWallet Account:

Current Balance: \$0.00 CAD

Amount To Add: \$ CAD * This field is required.



19. Enter banking information, authorize and continue

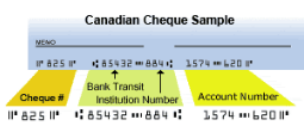
Select Payment Method * field is required

eCheck

I understand that there is a 7 day waiting period before I can use these funds to make purchases.

Account Type: Checking Savings *

Canadian Cheque Sample



Bank Transit Number (5 Digits): *

Institution Number (3 Digits): *

Account Number (1 - 12 Digits): ** *

Usually found before the ** symbol. The exact location and number of digits may vary between banks.

Re-Enter Account Number: ** *

I authorize the financial institution designated (or any other financial institution I may authorize at any time) to begin deductions as per my instructions for monthly regular recurring payments and/or one-time payments from time to time, for payment of all charges arising under my School Cash Online account(s). School Cash Online will provide 10 days notice of the amount of each regular debit. School Cash Online will obtain my authorization

20. Confirm billing address and select 'Continue'

21. Review and select 'Continue'

Review your myWallet Add

 Thank you for using School Cash Online's myWallet feature. Please note that there is a 7 day waiting period before you can use the most recently added funds in myWallet to pay for school fees.


myWallet Account: CAD myWallet

Current Balance: \$0.00

Amount To Load: \$50.00 CAD


Resulting Balance: \$50.00

Back

Complete Your Transaction 

Thank You For Your Transaction

Thank You for adding funds to your myWallet.

 If you wish to request a refund from your myWallet account, please send School Cash Online an email at mywallet@kevgroup.com.

View myWallet Transactions

Items

22. You can view myWallet transactions at any time.

School Cash Online

Home | Items | **myWallet** | Payment History | My Account

[Home](#) > [myWallet](#)

myWallet

- [Add Funds Into myWallet](#)
- [View Transaction History](#)

School Cash Online

Home | Items | **myWallet** | Payment History | My Account

[Home](#) > [myWallet](#) > [myWallet](#)

Transactions

Monthly Date Range

April, 2014

From: MM/DD/YYYY To: MM/DD/YYYY

Transaction Type: All

View: [Last 2 weeks](#) | [Last 4 weeks](#) | [Last 3 months](#) | [All transactions](#)

[Get Details](#)

Date	Description	Debit	Credit	Balance
April 30, 2014	myWallet Load		\$50.00	\$50.00