# SchoolCashOnline

Quick Guide





For safety and efficiency reasons, our school district is offering an online payment system to reduce the amount of cash and checks coming into our schools. Follow these instructions, to create your School Cash Online account and get access now!

### 01. Create Your Profile



Select "Get Started Today" on the School Cash Online homepage.

Fill in all fields and click continue.

(Note: Your password must contain 8 characters, one uppercase letter, one lowercase letter, and a number.)

## 02. Confirm Your Email

Check your inbox for the confirmation email and click on the confirmation link in the email.

(Remember to check your spam!)

Sign in using the email and password you just provided.

SchoolCashOnline.com

Hello Parent,

Please click the link below to confirm your email address.

https://district.schoolcashonline.com/Registration/ConfirmConfirmationEmail/f1e754b3-7202-4ea9-b27e-7dceed1db411

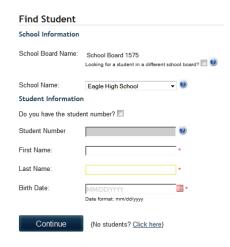
Copy the link and paste it to your web browser.

If the link doesn't work, contact support at 1.866.961.1803 or email parenthelp@schoolcashonline.com.

Thank you,

Your School Cash Online Support Team

#### 03. Add a Student



Add a student to your account by filling in the required information about your child. (Note: you may need your child's student number, first name, last name, date of birth, or a pin number provided by the school.)

#### Need Help Registering? Contact Parent Help Desk



1.866.961.1803



parenthelp@schoolcashonline.com



https://schoolcashonline.com/Home/Support

#### View Items or Add Another Student

If you have more children you would like to add, select "Add Another Student" and repeat the steps above. Once you have all desired students added, select "View Items for Students", which will list all available items or activities for purchase.

richmondsd38.schoolcashonline.com











# How to Make a Payment

Sign In
Go to richmondsd38.schoolcashonline.com
and click "Sign In". Fill in your email/
username and password.

View Items
Select the item that you would like to purchase and click "Add to Cart"

Check Out Once you have finished adding items to your cart, press "Check Out"

