

Setting up and Using School Cash Online in a Few Simple Steps

Before you start you will need one of the following:

- a. A credit card (MC/Visa)
- b. A blank cheque
- c. Call or visit your bank to acquire your:
 - i. Bank Transit #: (5 digits)
 - ii. Institution #: (3 digits)
 - iii. Account #: (1-12 digits)

Setting up your family's account:

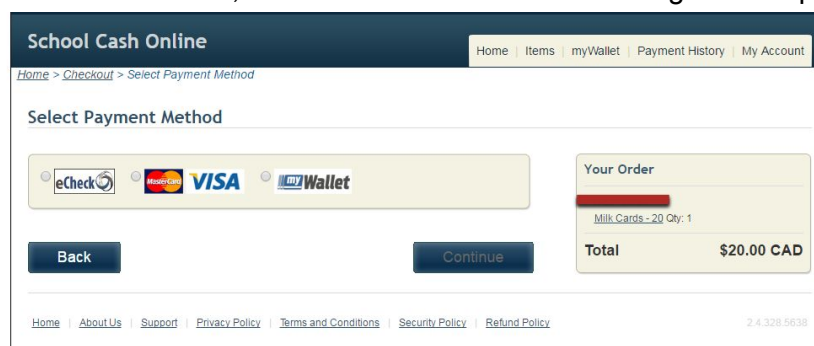
1. Go to <http://rbe.schoolcashionline.com>
2. Click on 'Get Started Today'



3. Follow the 3 steps to enter in your personal information.
4. Next add your first child to your account by clicking on 'add student.'
 - a. Students do not have a 'student number,' so leave it blank.
 - b. Repeat for any additional children.

Making a Payment:

1. Below your child's name will be a list of items (agenda/field trips/milk cards/etc.). Click on the item and add it to your cart.
2. Now click 'checkout,' then 'continue.' You will be brought to the payment screen below:



3. If using a cheque/bank account information enter in all the information as indicated in the illustration:

Account Type Checking Savings *

Canadian Cheque Sample

MEMO

⑈ 625 ⑈ ⑆ 85432 ⑈ 884 ⑆ 3574 ⑈ 620 ⑈

Cheque # Bank Transit Institution Number Account Number

⑈ 625 ⑈ ⑆ 85432 ⑈ 884 ⑆ 3574 ⑈ 620 ⑈

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: ⑈ *

4. After making your payment, you will be provided with a confirmation/receipt number, as well as an email receipt sent to your email address.
5. For any additional support please take a look at the support page:
<https://rbe.schoolcashonline.com/Home/Support>
If you prefer to call for assistance **please call 1-866-961-1803.**

Thank-you!
Lori