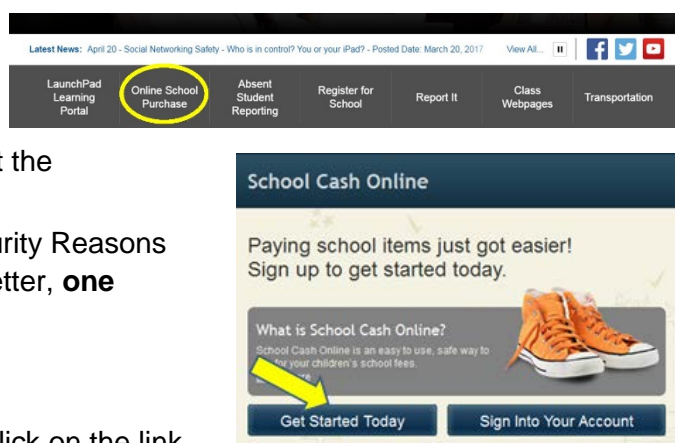


Paying for school items just got easier... Register for School Cash Online today!

For safety and efficiency reasons, our school is reducing the amount of cash and cheques we receive, by offering you the convenience of paying online. Join thousands of parents who have already registered – it takes less than 5 minutes to register. Follow these step-by-step instructions to begin to receive email notifications regarding upcoming events involving your child(ren). You will need your child's **OEN number** to register. The OEN number is available on your child's report card. **NOTE: If you require assistance, select the *SUPPORT* option in the top right hand corner of the screen.**

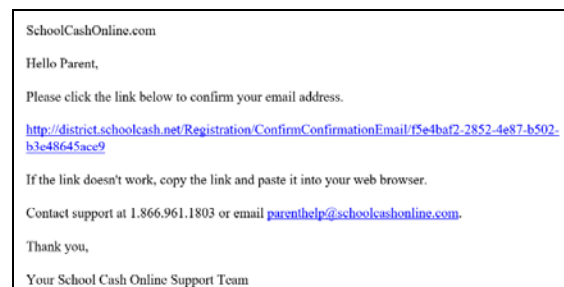
Step 1: Register

- To register, click on the **“Online School Purchase”** button located under our school's website banner or visit <https://durhamcatholic.schoolcashionline.com/>. 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

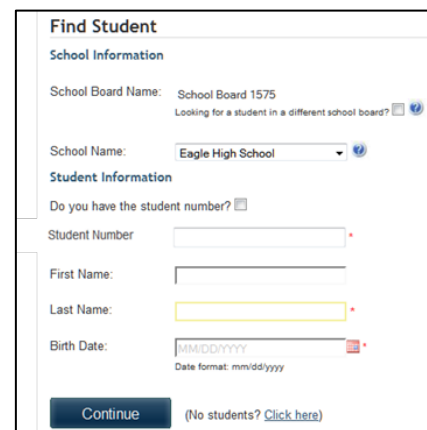
A registration confirmation email will be forwarded to you. Click on the link provided inside the email to confirm your email and *School Cash Online* account. The confirmation link will open the *School Cash Online* site prompting you to sign into your account. Use your email address and password just created with your account.



Step 3: Find a Student

This step will connect your children to your account.

- Enter the School Board's Name.
- Enter the School's Name.
- Enter Your Child's Student Number (OEN Number), 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.



Step 4: View Items or Add Another Student

If you have more children, select **“Add Another Student”** and repeat above steps. Eight 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.