New Registrant Package

Parent Online Payment Centre

CashlessSchools ®

Toll Free Support: 866-231-3322
support@CashlessSchools.com

Quispamsis Elementary School puts the safety of students first by offering a convenient, safe and secure on-line payment option for all Parents/Guardians.

- Take 5 minutes to register online at https://assd.CashlessSchools.com (step 1)

- Use TUA29x##### to set up new payee on banking website; add Cashless Schools as a Payee. Push funds to your Cashless account (step 2)

- Log on to Cashless account, choose Pay Online Fees, see a full overview of what's available at our school (step 3)

School Purchases Online

CashlessSchools ®

➢ *Track payment history*
➢ *Budget for the year*

Step 1: Create an Account
(one time only)

- Log on:https://assd.CashlessSchools.com
- Register - create a Cashless account
- Profile Name - '<u>Your Name</u>'
- Enter student:
  - First Name
  - Last Name
  - Date of Birth

- **Final registration step:**
- Receive verification email
  - *Can't find email?*
    - *check spam folder*

<u>**Your Cashless Account Number is:**</u>
  TUA29 X ######

- **More than one Child?**
- *Choose 'Add New Account'*
- Enter student:
  - First Name
  - Last Name
  - Date of Birth

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Step 2: Cashless Account Load Funds
(As needed)

<u>***Via - Bank Transfer***</u>

- Under Cashless account
- choose '*Bank Transfer*' - complete setup
- Use account number: **TUA29 X ######**

<u>***(just like paying a utility bill online)***</u>

- Personal Bank website - setup new Payee
- Transfer funds to Cashless account
- Receive Auto email -funds arrived

(24-48 business hours to travel to the Cashless Account)

<u>***Alternately - Saved Bank Accounts***</u>

- Choose '*Saved Bank Accounts*'
- Complete Pre-authorized Debit (PAD)
- Attach void cheque
- Scan and email
- or Fax - info provided, top right corner
- Receive Auto email – setup complete

Step 3: Pay Online Fee
(As needed)

- Once funds are available (step 2)
- Choose '*Pay for Online Fees*' (select "Hot Lunch" and/or "Milk Program)
- Select a student (more than 1?)
- Select and purchase a fee
- Continue shopping if needed
- Checkout Shopping Cart
- Pay using Cashless account
- View or print receipt
- View '*Transaction History*'
- Preview payment receipt anytime

OR

Step 3: Pay with Cash (send cash to school with child)

- Choose '*Pay for Online Fees*' (select "Home and School Hot Lunch" and/or "Home and School Milk Program)
- Continue with the instructions above

***Please note: Paying by online is the preferred method and the ability to pay cash will be removed if the majority of users do not utilize the online option.**

CashlessSchools®

Making a School purchase on-line:

a) Log on to your Cashless account at https://*assd.CashlessSchools.c*om

🛒 Shopping Cart

b) Select *'Pay for Online Fees'*

🏷 Fees ▼

Pay for Online Fees

c) Select a student *(if more than one)*

d) Select a fee – add to shopping cart

e) *'Checkout* Shopping Cart' – once purchase selections complete

f) 'Pay using your Account' with the current balance on hand

g) 'Confirm Purchase'

h) *'Print'* Receipt *(receipt automatically emailed to account)*

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Features of Your Cashless Account

- *Update your profile information*

- *Manage unlimited number of students under one account*

- *Set email preferences to notify you for a variety of reasons*

- *Comprehensively view all account activity*

- *Transfer funds to a Cashless account via Bank Transfer (Payee)*

- *Withdraw account balance at any time* (Pre-Authorized Debit (PAD) setup)

- *Customer Assistance – 24/7 Help Line, via email Contact Us, FAQ's, Online Tutorials*

Trusted, safe & secure
Cashless Schools uses bank-level security and SSL encryption to protect your data. Security is our first priority.
 (Visit https://assd.cashlessschools.com/legal/privacy/privacy-ca.aspx for more detailed information)

👤 Your Account ▾
Profile Settings
Manage Accounts
Email Preferences
Add New Account
Saved Bank Accounts
Account Activity
Logout

🛒 Shopping Cart

High School Only ▾
Pay for Online Fees
Community Items
On-Campus Wallet

💵 Cashless Account ▾
Balance
Deposit
Bank Transfer
Withdraw

❓ Help Desk ▾
Contact Us
FAQ
Tutorials

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