*School Purchases Online*

**CashlessSchools** ®

# Step 1:  Create an Account

A)  **Log on:  assd.CashlessSchools.com**

Choose 'Register your account now!'

Choose **'Island View School'** as location –'Next'

B)  Your Name = Parent Name
Parent User email & Password

C)  Enter student info (bottom of screen)
1.  Student First Name
2.  Student Last Name
3.  Student Date of Birth – click 'Next'
4.  Complete Successful Registration

D)  Receive verification email… can't find Email?  Check the spam folder …

• **More than one Child?**
*Choose 'Add New Account'* from left hand panel of options when logged on at assd.CashlessSchools.com.
Follow step C above to add siblings.

# Step 2:  Cashless Account Load Funds

### Via - Bank Transfer

• Log on to your CashlessSchools account, choose '*Bank Transfer'* link - complete setup
• Use the account number *(for example TUA29x with 5 unique digits following)* that is represented on *Bank Transfer* setup screen

### (just like paying a utility bill online)

• On Personal Bank website - setup new Payee
• Transfer funds to CashlessSchools account
• Receive Auto email that the funds have been deposited to your CashlessSchools account   **(24-48 business hours to be received)**

### Alternately – Setup Saved Bank Accounts

• Choose '*Saved Bank Accounts*'
• Complete Pre-authorized Debit (PAD)
• Attach void cheque, Scan and email or Fax to info provided on top right corner
• Receive Auto email that the setup is complete – funds available immediately

# Step 3:  Pay Online Fee

### Check it out now!
*Online Fees – Lunch Program begins September 2015*

• Log on with your email address and password to your Member account at assd.CashlessSchools.com and choose '*Pay for Online Fees'* from the left hand panel of options, once funds are available

• Select a student (more than 1?)
• Select and purchase a fee
• Continue shopping if needed or Checkout Shopping Cart

• Pay using funds deposited to your CashlessSchools account, Direct Debit or Interac online

• View or print receipt

• View '*Transaction History' to p*review a payment receipt anytime