1. **Create Your Profile**

Go to [https://dsb1.schoolcashonline.com/](https://dsb1.schoolcashonline.com/) and click on “Get Started Today”.

2. **Confirm Your Email**

Check your inbox for the email confirmation and click on the link inside. Sign in with your new login details.

3. **Click on:**

   - Adding a student is only for school-based fees.

4. **Click on Items tab to see items available to the public.**

   - Click on the Item you wish to purchase
   - Choose payment amount
   - Complete the form and Add to Cart
   - Review your cart
   - Select Payment Method of **eCheck** and enter all information and agree to conditions
   - Confirm Billing address for receipt purposes and Complete your order
   - Print Receipt if you wish. A receipt will also be emailed to you

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**Which payment methods are accepted?**

**eCheck**

An electronic version of a paper check used to make payments online. Anyone with a checking or savings account can pay by eCheck on School Cash Online.

- Will require banking information from a cheque/direct deposit including bank #, transit #, and account #
- School Cash Online is secure, locked site.
- Similar to a written cheque, eCheck does take a couple of days to clear the bank.

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**QUESTIONS? REQUIRE HELP?**

**EMAIL**

schoolcashonline@dsb1.ca