

STUDENT FEES: Online Payments

Please follow the steps below to pay for your son/daughter(s) school fees by credit card or by cheque (by entering your cheque # on-line):

* **Go to this website:** <https://centralokanagan.schoolcashonline.com>

* **Register** by selecting the “**Get Started Today**” and follow these 3 steps:

- Step #1 ✓ Parent/Guardian Name
- Step #2 ✓ Parent/Guardian Address & Email
- Step #3 ✓ Create Password



* **After you have registered**, you will receive a confirmation email, open your email and select the web link (underlined in blue) then choose the ‘**click here**’ option and sign in.

- * Add children (name & birthdate - **type very carefully*)
- * Choose and confirm your child(ren).
- * Choose “**My Account**” and then “**View My Students**”
- * Choose your child (all your children will then appear). Start with first child and add the first fee to your cart, press back button and repeat until all fees are added to cart. (Unfortunately, all fees have to be added to cart individually).
- * Once all items are in cart, go to ‘**check out**’.
- * If all fees are attached, press continue
- * Make payments by debit or credit card (review & complete)
- * You are done!! **THANK YOU!**
- * *Print Receipt (you can print out your receipts any time throughout the year).*