

How to CREATE a School Cash Online Account

1. Go to <https://christtheredeemer.schoolcashionline.com> and click **Register**.
 - Type your first name, last name, and email address, and create a password.
 - Select a security question.
 - Select YES to receive email notifications. You will **not** receive any marketing emails. Selecting **YES** enables the system to send you fee notifications.
2. School Cash Online will send you a registration confirmation email. If you do not receive it, check your Spam folder.
3. Use your email address and password to log in.

1

2

How to ADD a Student to your School Cash Online Account

1. Sign in to School Cash Online through <https://christtheredeemer.schoolcashionline.com>
2. From the menu at the top of the page, navigate to MY ACCOUNT.
3. From the dropdown menu, select My Students.
4. Click to add a student.
 - Type in your School Board Name.
 - Select your school name from the list.
 - Enter student details. The system is fully secure, with [PCI certification](#).
 - Click Confirm.

NOTE: You may ADD up to eight students on your profile.

How to Make a Payment or Complete a Form

1. You will be able to view any available items or forms attached to your students that are set up on your account.
2. Select the item which you would like to purchase/complete and click "Add to Cart."
3. Once you have finished adding items to your cart, select "Check Out".

You can pay or submit a form for multiple students' items in one checkout.

3