

## Fee Details

### SCHOOL CASH ONLINE CONSENT FORM – 2019/2020

School District No 62

**STEP 1:** Sign into your account (if new, sign up: <http://www.sd62.bc.ca/parents/school-fees/>)

**STEP 2:** Go to Items scroll down to Complete SCHOOL CASH ONLINE Consent Form Add to cart (YOU MUST wait 1 wk to complete step 3- BELOW)

**STEP 3** Sign into your account and go to My Account tab.

**STEP 4:** Select students to add to your account.

Information required to add your student:

Student Last Name, Student Date of Birth, Student PEN Number

(Student PEN # can be found in the letter sent under separate cover OR email: [schoolcasheschool@sd62.bc.ca](mailto:schoolcasheschool@sd62.bc.ca) for assistance)

**STEP 5:** Make payment for on-line fee(s)

**PLEASE NOTE:** STEP 3 can only be completed AFTER the District upload of consents has been completed. The uploads will occur each Friday for all consents completed PRIOR TO 9:00PM PST, the Sunday before.