

Registering is **free and easy**. Create an account today so you're ready to pay for your child's school items and activity fees as they become available.

## Key benefits

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- Keep track of your child's school items and activity fees, and manage all students in your household from one location.
- Receive email notifications of new fees or items available for purchase.
- Check your account history and view and print receipts.
- Pay for school fees anytime, anywhere, with a simple click.

## How to register

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

## How to add students to your account

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1. Sign in to SchoolCash Online:  
<https://bcps.schoolcashionline.com>.
2. At the top of the page, navigate to MY ACCOUNT.
3. From the dropdown menu, select My Students.
4. Click to add a student:
  - a. Type in your School Board Name.
  - b. Select your school name from the list.
  - c. Enter student details. The system is fully secure, with PCI certification.
  - d. Click Confirm.

You may add up to eight students on your profile.

## How to make a payment

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