



Franklin County Public Schools will be launching a new approach to paying for your child's school items and activity fees. The use of SchoolCash Online provides an opportunity to keep our families notified of upcoming school fees or payments for our students. Registering for SchoolCash Online is free and easy. Create an account today, and pay your student's fees using the SchoolCash Online contactless solution.

## Key benefits

- 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, using the contactless solution.
- Keep track of your child's school items and activity fees and manage all students in your household from one location.

## How to register

1. Go to <https://fcps.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. 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

1. Sign in to SchoolCash Online: <https://fcps.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:
  - \*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.
5. You may add up to eight students on your profile.

## How to make a payment

1. You will be able to view any available items attached to your students that are set up on your account. You will also be able to view any public items that are available, but not necessarily attached to specific students.
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.

## What if I don't want to make online payments?

If you prefer not to use online payment options, you may still use the online account to view any items your child may need to pay, and then send in a cash or check payment to school with your child. Your cash or check payment will be applied to your child's account by the bookkeeper, and you will be able to view your child's payment history.

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