

Sumner County Schools are switching from OSP\* to School Cash Online, an easy to use, safe and convenient way for parents and guardians to pay for their children's school fees such as field trips, class t-shirts, or player fees. To register for School Cash Online, please follow these step-by-step instructions.

\*School operated before/after childcare programs will continue use the OSP (online school payments) program to accept childcare program payments.

## Step 1: Register

- If you have not registered, please go to the School Cash Online home page <https://sumnerschools.schoolcashonline.com/> and select the "Register" option.
- Complete each of the three Registration Steps  
\*For Security Reasons your password, requires **8 characters**, **one uppercase** letter, **one lowercase** letter and a **number**.



## Step 2: Confirmation Email

A registration confirmation email will be forwarded to you. Click on the link provided inside the email to confirm your email and School Cash Online account.

The confirmation link will open the School Cash Online site prompting you to sign into your account. Use the email address and password just created with your account.

## Step 3: Find Student

*This step will connect your children to your account.*

- Enter the School Board Name
- Select the School Name
- Enter Your Child's First and Last Names
- Enter Your Child's Date of Birth
- Select **Confirm**
- On the next page confirm that you are related to the child, check in the Agree box and select **Continue**
- Your child has been added to your account

## Step 4: View Items or Add Another Student

If you have more children, select **"Add Another Student"** option and repeat the steps above. Five children can be added to one parent account.

If you do not wish to add additional children, select **"View Items for Students"** option. A listing of available items for purchase will be displayed.

**Stay connected!** Be sure to select the option to receive email notifications when new items become available, selecting **"Yes"**.

- I want to receive email notifications for new fees assigned to my student and updates on school-related activities.