

# SCHOOL CASH ONLINE

## New Account Setup

While parents have the option to make installment payments for tuition through our Smart Tuition program, School Cash Online ([www.schoolcashonline.com](http://www.schoolcashonline.com)) is the mechanism for paying all other school-related fees, such as *monthly daycare/study hall, after-school programs, field trips, t-shirts, book fairs, and other miscellaneous items* for your child(ren) while at LILA.

LILA families are required to use this site to pay all school-related fees, and campus administration cannot accept any payment directly by cash or check.

Each LILA student is provided with a unique student ID number at the time of enrollment, and it is the ongoing responsibility of each family to routinely access, review and keep their School Cash Online accounts current.

### Creating an Account — A One-Time Effort

- ✓ Go to <https://lycee.schoolcashonline.com/>
- ✓ Go to “Get Started Today”
- ✓ Enter your information (Use *your* first & last name in Step 1, not your child’s.)
- ✓ Create a password (*Important:* The password is case sensitive and needs to be at least 8 characters long with 1 capital letter and 1 digit number.)
- ✓ A confirmation email will be sent to you
- ✓ Go to your email account, open the confirmation email, and click on the link
- ✓ Enter the email + password you just created
- ✓ For the option “school board”-- start typing L Y C and “Lycée International de Los Angeles” will appear
- ✓ Uncheck “Do you have the student number?”
- ✓ Enter your child’s name and date of birth
- ✓ After the Success screen, you can choose to add other siblings

This procedure is only a one-time process, and, after set-up, you will have ongoing access to your child(ren)’s fees. The site works like a regular online purchasing website. If you experience any problem, please contact School Cash Online at 866-961-1803 or [parenthelp@schoolcashonline.com](mailto:parenthelp@schoolcashonline.com).

*Merci beaucoup!*

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