



## How to Register on Cashless Schools:

1. Launch the website: <http://cpc.cashlesschools.com>
2. Click *Register your account now* to begin
3. Enter the account holder name in 'Your Name'
4. Complete the remaining fields
5. Click *Next*
6. Click *Finish Registration*
7. Activate the new account by verifying your email address
8. Click on the activation link in the response email sent to the account supplied
9. Can't find the email? Check your spam folder

## How to Add your bank account to your Cashless Account:

1. Launch the website: <http://cpc.cashlesschools.com>
2. Click the *Saved Bank Account* link
3. Read the Cashless Account Deposit information and click *Add a Bank Account* link to setup an account
4. Click the *Add a Bank Account* button
5. Click the *Print Authorization Form*
6. Complete the form and attach a void cheque to the bottom of the form. Fax (1.888.729.3331) or email ([support@cashlesschools.com](mailto:support@cashlesschools.com)) to complete the account setup process.
7. Choose *Back to Your Saved Accounts* screen

## How to Add Funds into your On Campus Wallet:

1. Log onto the Parent payment centre <http://cpc.cashlesschools.com>.
2. Click the *On Campus Wallet* link
3. Click the *Add Funds to Wallet* button
4. Enter a dollar amount in *Amount to Add*
5. Click the *Add Funds to Wallet* button
6. Click the *Checkout Shopping Cart* button
7. Click on the *Pay using your Bank Account* button to withdraw the funds from your bank account (Note: There will be a \$2 convenience fee)
8. Click the *Confirm Purchase* button

## Forgot your Cashless Schools login password?

1. Launch the website: <http://cpc.cashlesschools.com>
2. Choose *Trouble Accessing Your Account* and follow the steps provided
3. Enter the e-mail address you registered with
4. Click the link in the e-mail when it arrives to reset your password

## Parent Payment Centre Support:

Toll free: 1-866-231-3322 (9am-8pm) or email [support@cashlesschools.com](mailto:support@cashlesschools.com)