

School Cash Online Instructions

Please visit: <https://palmbeach.schoolcashionline.com/>

You'll come to a page with a pair of orange sneakers



At this time make sure you're **NOT** logged in into your account yet.

1. On the top right corner of your screen you will find the link  **click on it.**
2. On the next page, type in the search box **Teacher Certification**. 
3. The following page will show the item, click on it.

The School District of Palm Be					
School	Item Name	Price	Due Date	Status	
	Teacher Certification 2020/2021 - 2020/2021 View Item		Jun 30/99	Available	

4. You should be at the **FEE DETAILS** page and you will be able to select one of more items need. It will automatically populate your amount and you will need to click add to cart.

Please select one or more of the following items listed below

-  Certification Renewal
-  Certification Add-on
- Certification Reprint/Name Change
- Certification Renewal and Late Fee

5. It will show what it is in your cart. Click continue.
6. You will have the option to **sign in** if you have a school cash account or you can continue as a **guest**.

Sign In	Guest Checkout
Email <input type="text"/>	The following features will not be available:
Password <input type="text"/>	<ul style="list-style-type: none">• Additional Payment Methods: guests can only checkout via Credit Card.• Payment History: view all past purchases.• Student Specific Items: view and purchase items assigned to your student(s).• Installments: create payment schedules for certain items.
Forgot your password?	
<input type="checkbox"/> Remember me?	
Sign In	Continue as guest >

7. The next step will prompt you to input your credit card information and confirm transaction. Print and save to your computer a copy of your school cash receipt.