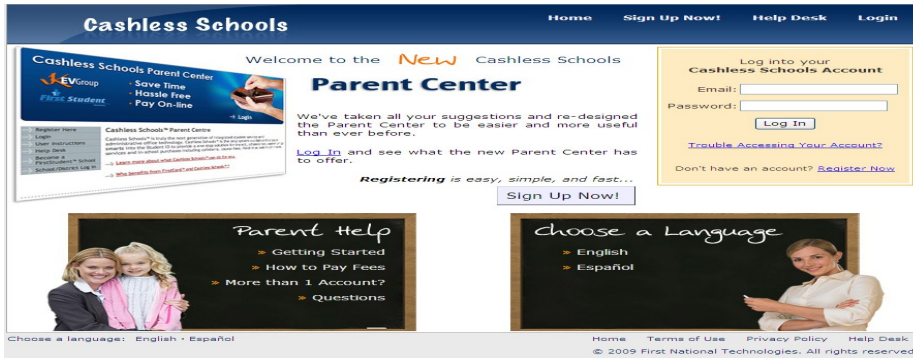


We are pleased to announce that field trips can now be paid online!

Go to: www.ffca-calgary.com > Parent Information > Family Login

Once logged, click on Cashless School in the Family Zone menu

Click Sign Up Now!



The Parent Fee Center is:

- ✓ Safe and secure for students and parents
- ✓ Efficient
- ✓ Available 24/7
- ✓ Allows you to link more than one student
- ✓ Gives you the opportunity to print current transactions and review account history

Please note that paying with Visa and MasterCard is currently NOT an option. Payments will be withdrawn from your personal bank accounts.

Step One: Select School

- ✓ Enter school name
- ✓ Click *Search Schools*

From School Display at bottom of screen

- ✓ Click *Select*

Step Two: Register Parent/Guardian Information

- ✓ Enter Your Email Address:
- ✓ Click *Continue*

Complete Parent Information Form:

- ✓ Parent/Guardian First Name:
- ✓ Last Name:
- ✓ Email Address: (will be the same as previous screen)
- ✓ Confirm Email Address:
- ✓ Login Password: (At least 6 characters)
- ✓ Confirm Login Password:
- ✓ Click *Continue*

Step Three: Register a Student

Complete Student Information Form:

- ✓ Student First name:
- ✓ Last Name:
- ✓ Student Number:
- ✓ Click Continue:
- ✓ PIN Number: (at least 4 digits long)
- ✓ Confirm PIN Number:
- ✓ Click *Finish Registration*

On-Line Payment Instructions:

Step One: Select a Student

- ✓ Click *Pay Online Fees* (located in panel on the left)
- ✓ Click *Select* beside the appropriate student's name
- ✓ Click *Pay for Item* (located at the right side of the fee name)

Review the fee details

- ✓ Click *Add Purchase to Shopping Cart*
- ✓ Click *Continue Shopping* to pay for additional fees

Step Two—Checkout your Cart

Review Your Shopping Cart

- ✓ Click *Checkout your Cart*
- ✓ Select *Payment Method* (usually Pay with e-Check)

Step Three—Setup your eCheck (one time)

In Account to Withdraw From:

- ✓ Select *Manually enter Account Info*

Complete Cheque Information Form (This is a secure site so there is no danger of your information being shared.)

Use a printed cheque to obtain required information

- ✓ Transit Number:
 - ✓ Institution Number:
 - ✓ Account Number:
 - ✓ Account Type:
-
- ✓ Check *Terms and Conditions* check box

Step Four—Finish Payment (Important Final Step! This is your Proof of Purchase)

- ✓ Click *Finish Payment*
- ✓ Click *Print* in Success window to generate a payment receipt