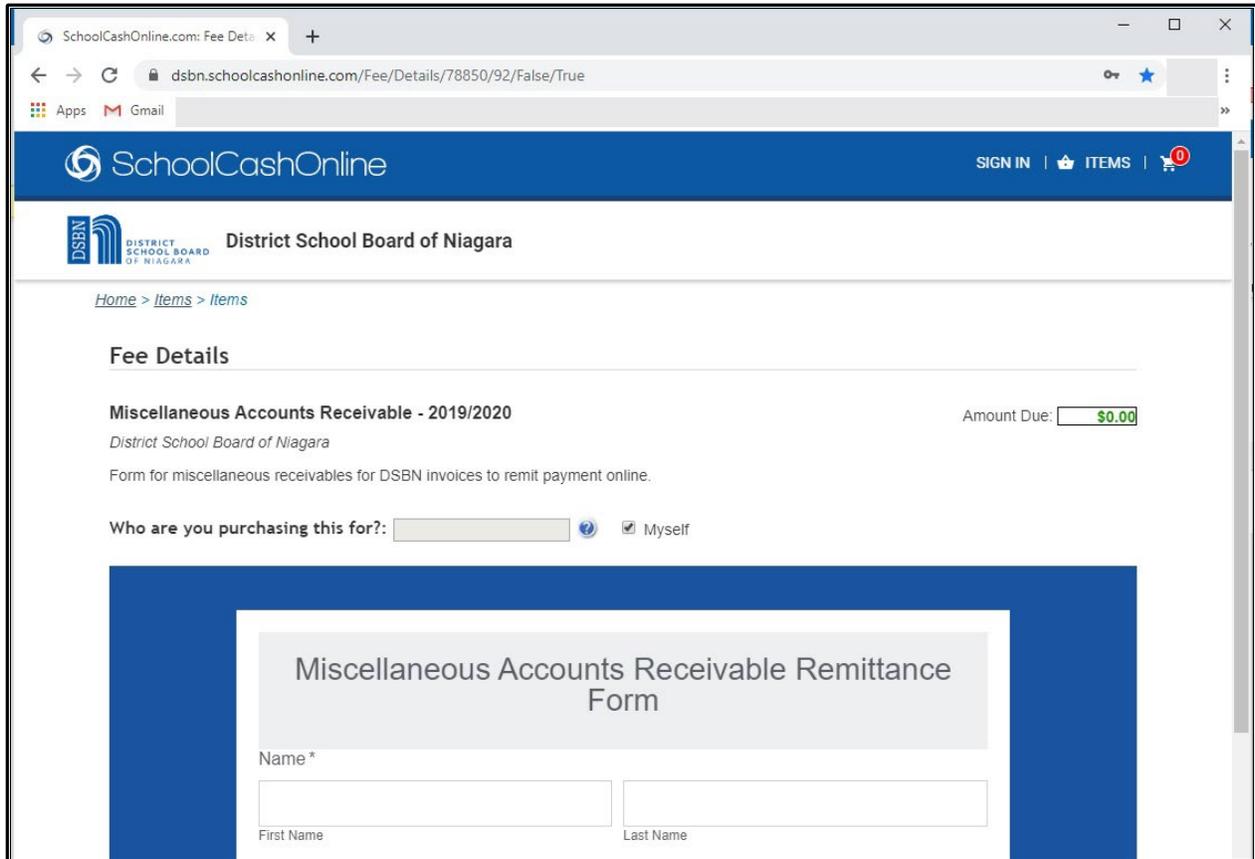


# How to submit a payment for your Freedom of Information (FOI) Request from the District School Board of Niagara

**STEP #1: Complete the payment form on School Cash Online – District School Board of Niagara by going to this site:**

<https://dsbn.schoolcashonline.com/Fee/Details/111156/92/False/True>

The website will look like this:



The screenshot shows a web browser window with the URL [dsbn.schoolcashonline.com/Fee/Details/78850/92/False/True](https://dsbn.schoolcashonline.com/Fee/Details/78850/92/False/True). The page header includes the SchoolCashOnline logo and navigation links for SIGN IN, ITEMS, and a shopping cart icon. The main content area is titled "District School Board of Niagara" and "Fee Details". It shows "Miscellaneous Accounts Receivable - 2019/2020" with an "Amount Due" of "\$0.00". Below this, there is a form for "Who are you purchasing this for?" with a dropdown menu and a "Myself" checkbox. The main form is titled "Miscellaneous Accounts Receivable Remittance Form" and includes a "Name\*" field with sub-fields for "First Name" and "Last Name".

**STEP #2: Complete the Miscellaneous Accounts Receivable Remittance Form (see example below)**

These sections must be complete in order for your request to be processed:

- Enter your personal information, such as your name and email address.
- **Invoice Number:** Enter “**Legal Services**”. This ensures that your payment is directed to the correct department. If you do not enter “Legal Services” as the Invoice Number, then Legal Services will not be notified of your payment and this could delay your FOI request from being processed.

- **Bill to Customer No.:** Enter **Your Initials**.
- **Amount Owed:** Enter the amount owing. For example:
  - A. **APPLICATION FEE** (paid to initiate the FOI request):
    - **Personal Requests (i.e. requests for information about you or your minor child(ren))** - The application fee is \$5 per student (i.e. 2 students = \$10, 3 students = \$15, etc.)
    - **General Requests (i.e. requests for general information not related to you)** – The application fee is \$5 per request

**OR**

- B. **BALANCE DUE** (paid at time of completion of request and prior to delivery)
  - **Outstanding Fees** – including fees for photocopies, shipping, search time, etc. (this is the amount as shown on your letter from Legal Services advising your request is complete and requesting payment for the balance due)

Click the “Next” button to proceed to the next step.

**Miscellaneous Accounts Receivable Remittance Form**

Name \*

Your given name  Your surname

First Name Last Name

Email \*

Invoice Number \*

Bill to Customer No. \*

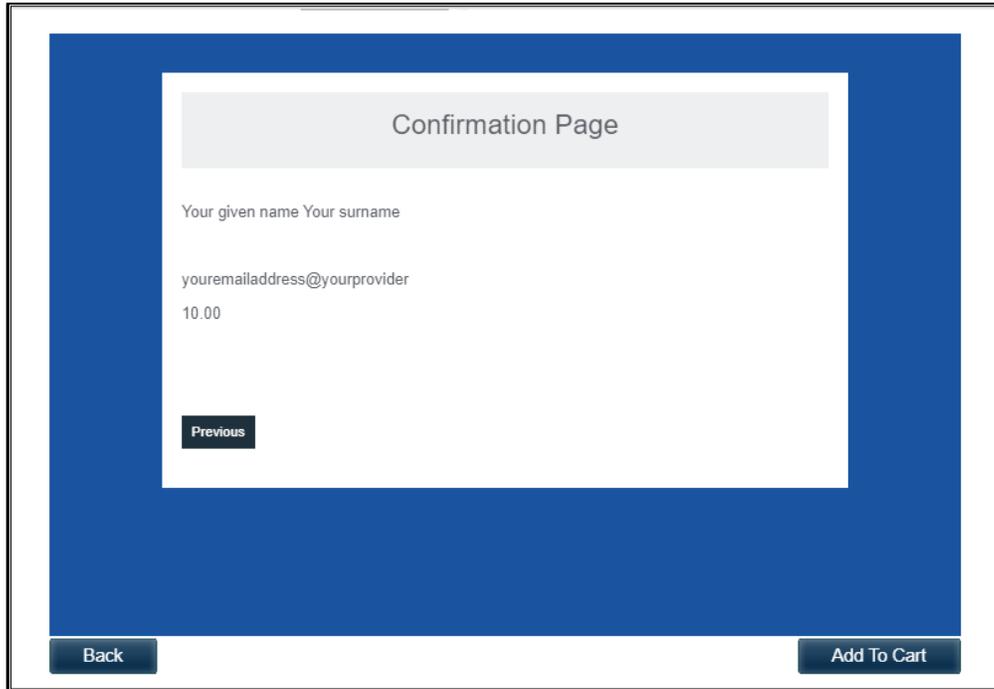
Amount you would like to remit \*

**Next**

### Step #3: Verify your details on the Confirmation Page (example below)

Review the information on this screen:

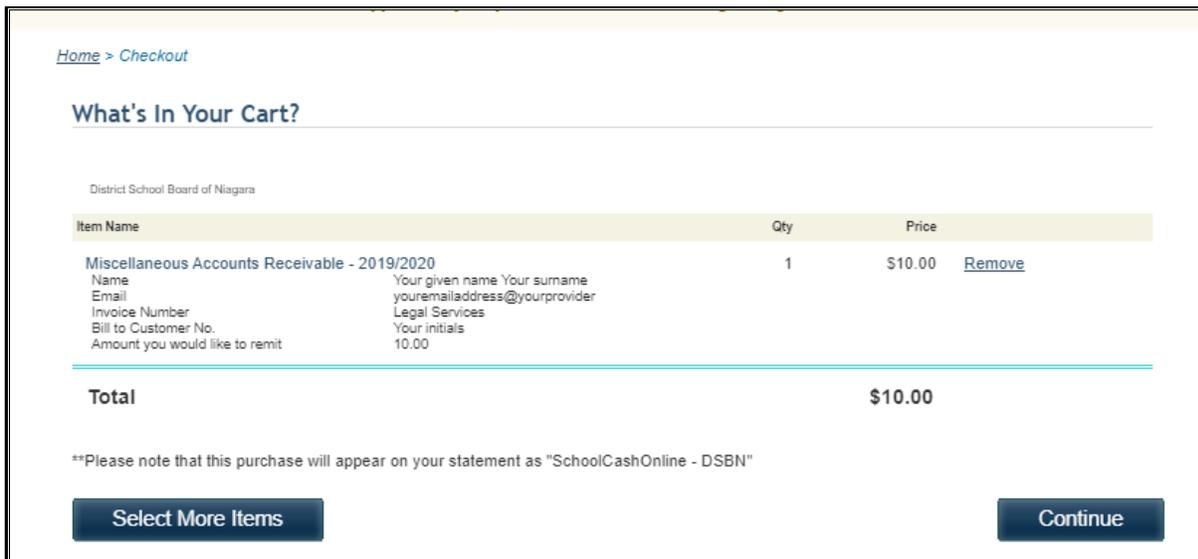
- If the information is correct, click the “Add To Cart” button to proceed with the next step.
- If the information is NOT correct, click on the “Previous Button” to correct the information by repeating step #2



The screenshot shows a 'Confirmation Page' with a blue border. At the top, it says 'Confirmation Page'. Below that, there are three lines of text: 'Your given name Your surname', 'youremailaddress@yourprovider', and '10.00'. A 'Previous' button is located below the text. At the bottom of the page, there are two buttons: 'Back' on the left and 'Add To Cart' on the right.

### Step #4: Review your cart

If the cart has the correct information, select the “Continue” Button to checkout



The screenshot shows a 'What's In Your Cart?' page. At the top, it says 'Home > Checkout'. Below that, it says 'What's In Your Cart?'. Underneath, it says 'District School Board of Niagara'. There is a table with the following columns: 'Item Name', 'Qty', and 'Price'. The table contains one row: 'Miscellaneous Accounts Receivable - 2019/2020' with a quantity of 1 and a price of \$10.00. There is a 'Remove' link next to the price. Below the table, there is a 'Total' row with a total price of \$10.00. At the bottom, there is a note: '\*\*Please note that this purchase will appear on your statement as "SchoolCashOnline - DSBN"'. There are two buttons at the bottom: 'Select More Items' on the left and 'Continue' on the right.

Item Name	Qty	Price
Miscellaneous Accounts Receivable - 2019/2020 Name: Your given name Your surname Email: youremailaddress@yourprovider Invoice Number: Legal Services Bill to Customer No.: Your initials Amount you would like to remit: 10.00	1	\$10.00
<b>Total</b>		<b>\$10.00</b>

## **Step #5: Proceed to Payment Option**

There are two options to complete your payment

You may sign in as a guest, or if you have a login in School Cash Online, you may sign into your account. If you do not have an account and would like to create one, you may register for one at this time.

If you log in as a guest, you can only complete payment by either VISA or Master Card. You do not need to create an account to complete this process. Follow the next screen to enter your credit card information and complete your payment.

However, if you wish to pay with funds from a bank account, you will need to create an account on School Cash Online. Once you have an account, you may log in to complete payment by either VISA or Master Card, E-Check, or My Wallet.

## **Step #6: Complete Payment**

Once you have completed your payment, it will be received by DSBN Financial Services. Financial Services will notify Legal Services that payment has been completed and Legal Services will then begin processing your FOI Request; contact you regarding pick up of your FOI request; or proceed to courier your FOI request to you. Your FOI request will be couriered to the address provided at the time of your initial FOI request.