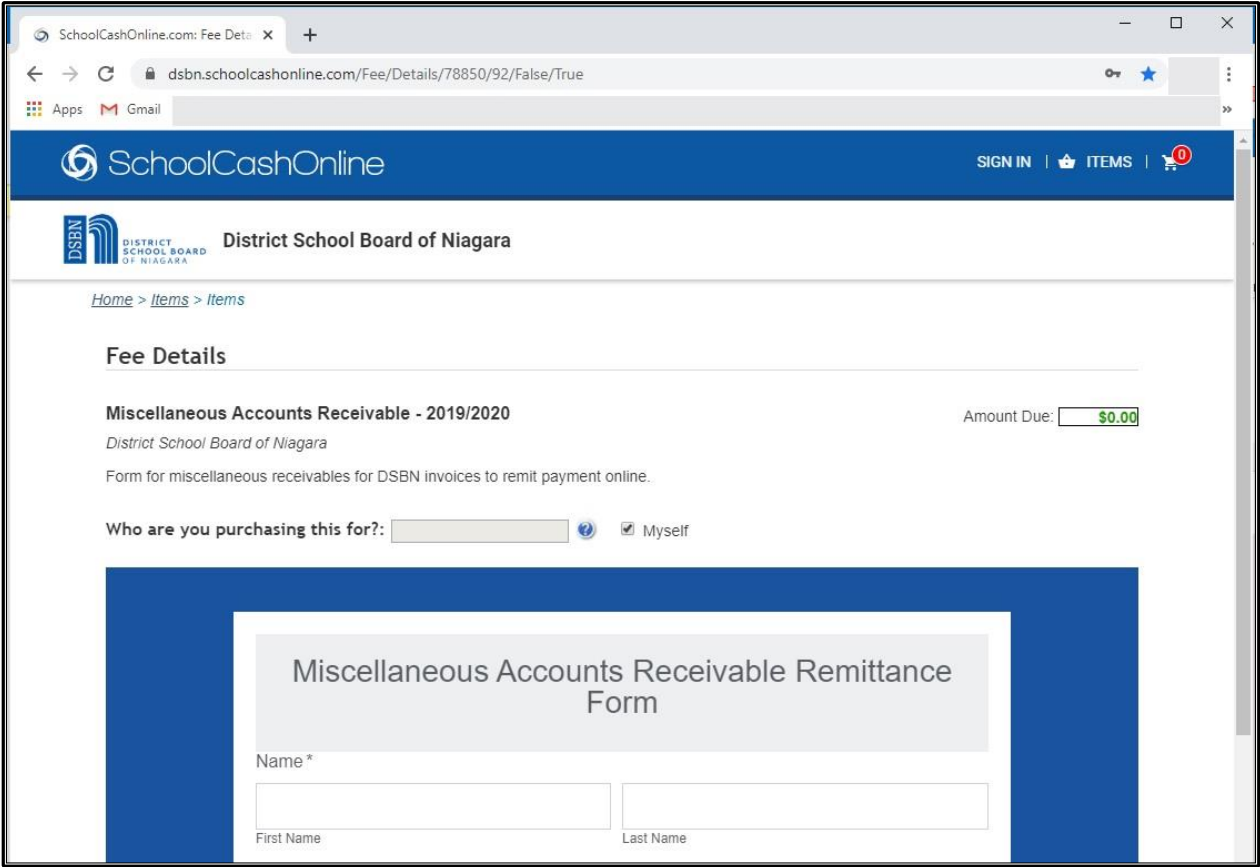


How to submit a payment for your Ontario Secondary School Transcript Request from the District School Board of Niagara.

STEP #1/6: Complete the payment form on School Cash Online – District School Board of Niagara by going to this site:

<https://dsbn.schoolcashionline.com/Fee/Details/86593/92/False/True>

The website will look like this.

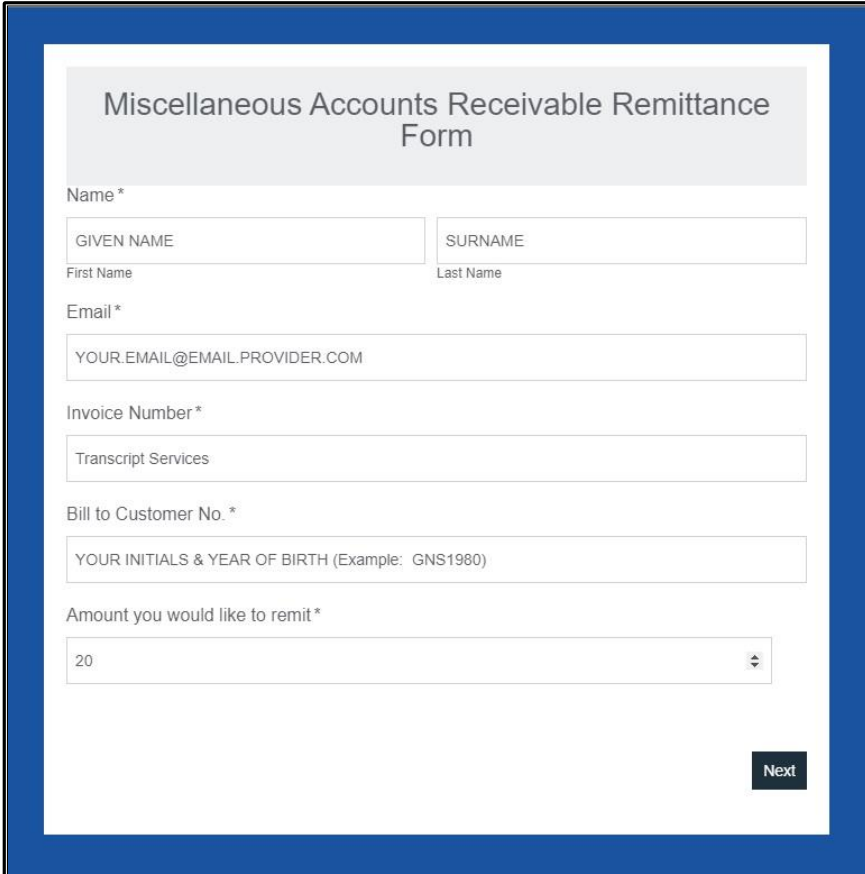


STEP #2/6: Complete the Miscellaneous Accounts Receivable Remittance Form (See example below)

These sections must be completed for your request to be processed:

- Enter your personal information, such as Your name and email address.
- **Invoice Number:** Enter “**Transcript Services**”. This ensures that your payment is directed to the correct department. If you do not enter “Transcript Services” as the Invoice number, then Transcript Services will not be notified of your payment and this could delay your request from being processed.
- **Bill to Customer No.:** Enter your **Initials** and your **Year of Birth**.
- **Amount Owed:** Enter the amount for the number of transcripts selected. For example:
 - \$20 = One official copy of your Ontario Secondary School Transcript
 - \$25 = Two official copies of your Ontario Secondary School Transcript
 - \$30 = Three official copies of your Ontario Secondary School Transcript
 - \$35 = Four official copies of your Ontario Secondary School Transcript
 - \$40 = Five official copies of your Ontario Secondary School Transcript

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



The screenshot shows a web form titled "Miscellaneous Accounts Receivable Remittance Form". The form is enclosed in a blue border. It contains the following fields and labels:

- Name ***: Two input fields, "GIVEN NAME" (with "First Name" below it) and "SURNAME" (with "Last Name" below it).
- Email ***: One input field with the placeholder text "YOUR.EMAIL@EMAIL.PROVIDER.COM".
- Invoice Number ***: One input field with the text "Transcript Services".
- Bill to Customer No. ***: One input field with the placeholder text "YOUR INITIALS & YEAR OF BIRTH (Example: GNS1980)".
- Amount you would like to remit ***: A dropdown menu with "20" selected.
- Next**: A black button with white text located at the bottom right of the form.

STEP #3/6: 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 white background and a blue border. At the top, there is a grey header with the text "Confirmation Page". Below the header, there are three lines of text: "GIVEN NAME SURNAME", "YOUR.EMAIL@EMAIL.PROVIDER.COM", and "20.00". At the bottom left of the white area, there is a dark blue button labeled "Previous". At the bottom of the blue border, there are two buttons: "Back" on the left and "Add To Cart" on the right.

STEP #4/6: Review your cart

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

[Home](#) > [Checkout](#)

What's In Your Cart?

District School Board of Niagara

Item Name	Qty	Price	
Miscellaneous Accounts Receivable - 2019/2020 Name: GIVEN NAME SURNAME Email: YOUR_EMAIL@EMAIL.PROVIDER.COM Invoice Number: Transcript Services Bill to Customer No.: YOUR INITIALS & YEAR OF BIRTH (Example: GNS1980) Amount you would like to remit: 20.00	1	\$20.00	Remove

Total **\$20.00**

**Please note that this purchase will appear on your statement as "SchoolCashOnline - DSBN"

[Select More Items](#) [Continue](#)

STEP #5/6: 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.

The screenshot shows the SchoolCashOnline interface for the District School Board of Niagara. The page is divided into two main sections: 'Sign In' and 'Guest Checkout'.
Sign In Section: Includes input fields for 'Email' and 'Password', a 'Remember me?' checkbox, and a 'Sign In' button. Below the button, there is a link for 'Forgot your password?' and a link for 'Click here to register now' for new users.
Guest Checkout Section: Features a heading 'Guest Checkout' and a list of unavailable features: '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).', and 'Installments: create payment schedules for certain items.' A 'Continue as guest >' link is provided below the list.
Footer: Contains the KEV GROUP logo with the tagline 'School Cash Simplified', a language dropdown menu set to 'English', a 'Powered by Google Translate' note, PCI Security Standards Council logos, and a 'Protected by 256-bit encryption' icon. The bottom navigation bar includes links for 'Privacy Policy', 'Terms and Conditions', 'Security Policy', 'Refund Policy', and 'Support'.

STEP #6/6: Complete Payment

Once you have completed your payment, it will be received by the DSNB Finance Department. Within a few days, Finance will notify Transcript Services that payment has been completed.

You can also choose to send a copy of your receipt via email to transcripts@dsbn.org

Transcript Services will begin processing your Transcript Request once payment verification has been received.