



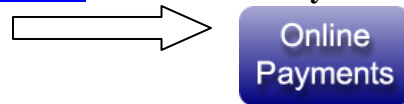
March 1, 2016

Dear Parents/Guardians:

As you may already know, the district is moving to a new online payment system that allows you to view and pay for your child's school activities such as fieldtrips, safely and conveniently. We encourage you to register your account online by March 31, 2016.

Here's how to get started:

- 1) Go to Scott Creek's website at www.sd43.bc.ca/scottcreek **click Online Payments button**
- 2) Then Click on "Get Started Today"
- 3) Create your account
 - a. Enter first and last name; click continue
 - b. Enter fields: address, phone number, email address; click continue
 - c. Choose a password and security question
 - d. Make sure to OPT IN to receiving email notifications for updated school information



Once you have registered, you will receive a confirmation email that you have registered your account. You will then have to go back into the link in that email to attach your child/ren to your account. You can attach ALL of your children, no matter what school they attend in the district, choosing the appropriate school from the dropdown for each child. **You will be required to enter their legal first and last name and date of birth.**

Thank you for registering your account online as soon as possible. Once you are registered, you will receive email notifications of upcoming events such as fieldtrips, and receive follow-up reminders for unpaid events. You will also be able to grant permission online for your child to attend events and notify teachers if you are able to volunteer. You will be able to view your history of payments [for](#) each of your children.

We are excited about this new payment system and know you will find it much more convenient and easy to use.

Sincerely,

R Foot

R. Foot
Principal
Scott Creek Middle School