



schoolcash supplies Order Guide

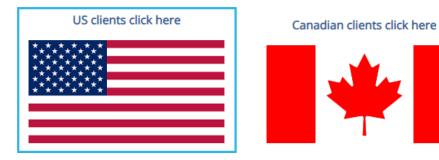
supplies@kevgroup.com



Getting Started

To start your order, visit https://supplies.schoolcash.com/

SchoolCash Supplies



Please contact us if you have questions or require assistance.

Phone: (800) 553-9220 Email address: supplies@kevgroup.com

The customer support hours of operation are as follows: Monday through Friday, 8:00 am to 5:00 pm

*Inquiries regarding urgent matters are monitored 24 hours a day, 7 days a week





Existing User

If you are an existing user, enter your username and password below.



SchoolCash Supplies

Login	
Existing Users Please enter a user name and password.	New Users Please enter a new user name and password and click "Continue".
User Name:	User Name:
Password:	Password:
Next time log me in automatically	Confirm Password:
Forgot Your Password?	
Login	Continue >
	Please create a password that

Please create a password that:

- Is at least 8 characters in length
- Has at least 1 uppercase letter
- Has at least 1 number
- Has at least 1 of the following special symbols:
 - !#\$%+&

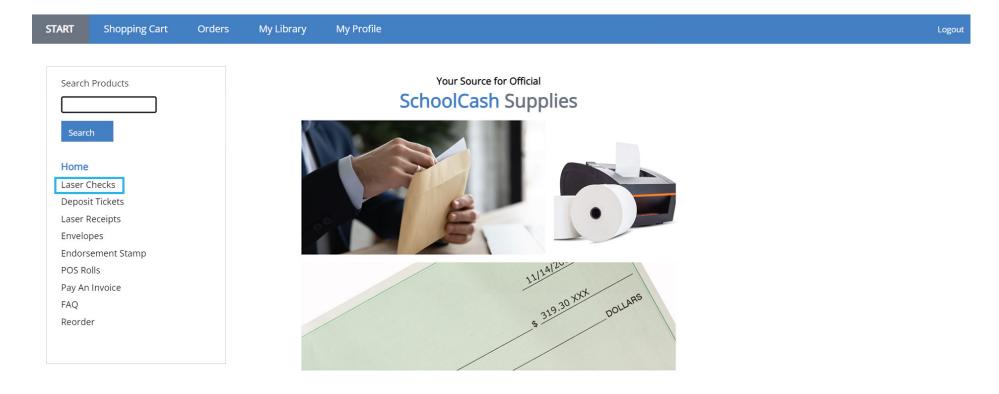


New User

You must create an account if you are a first-time user



Home Page

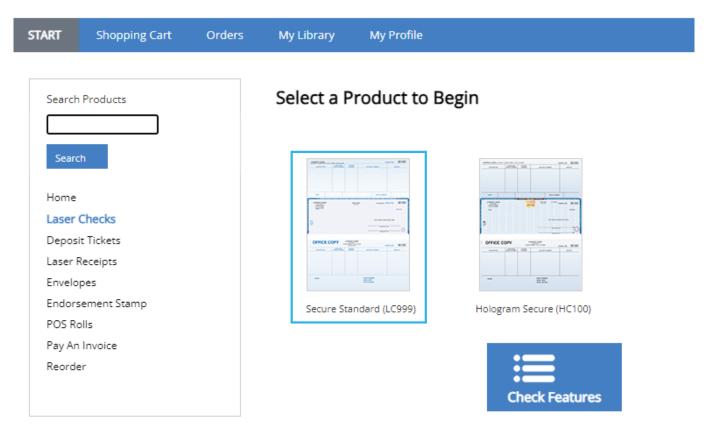


Click on the product of your choice. (Checks are illustrated in this example)



Checks

- LC999 Standard Check (most common)
- The HC100 Hologram Check has an additional security feature





Personalization

A preview of each line will appear on page 2.

Start Shopping Cart Orders My Library My Profile



Step 1: Personalization	Step 2: Bank Info	Step 3: Options	Step 4: Approval	
Color Options				
School Imprint				
Line 1				
SCHOOL NAM	E			
Line 2				
STREET ADDR	ESS			
Line 3				
CITY/STATE/ZI	P			
Line 4				
PHONE NUME	ER			
Line 5				
OPTIONAL				
Logo				
Select	Upload	Clear		
Add logo to	check center	Add logo	to stubs	
N	EXT 🕨 🎮			
Quantity:	t10F 47		ADD TO CART	स
250 🗸	\$105.47		- Contain	
ecial_Instructions				
		1		



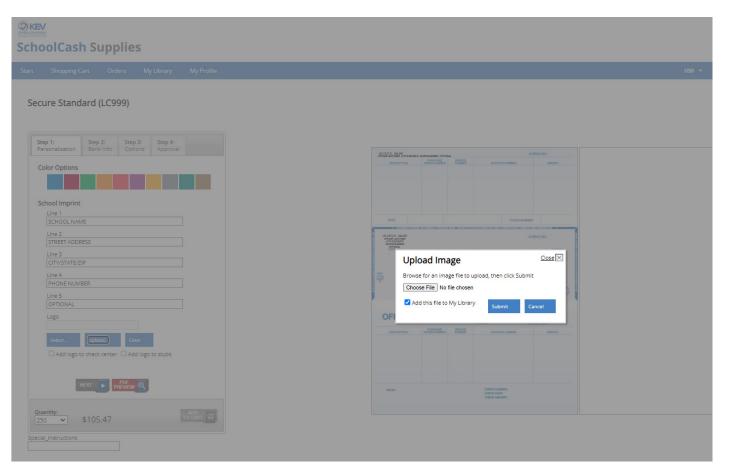
To add one of our logos, click select. Upload your own logo by clicking the upload button.

4



Bank Information

Using a scanner, scan a current check and upload to your PC. In the absence of a check, your bank's MICR specification sheet can be used.



The form provides vendors with printing instructions.

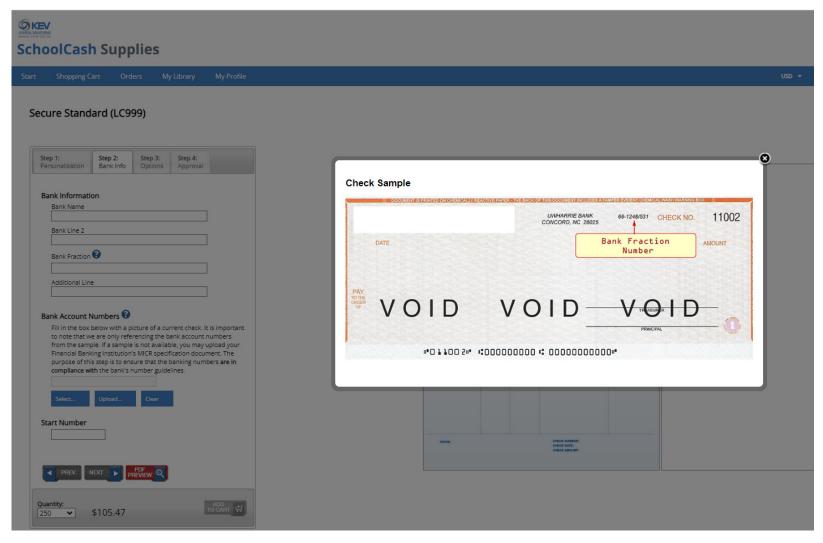
If one is not available, email supplies@kevgroup for assistance.

5



Bank Information

Checks and deposit tickets show the bank fraction number next to the bank name.

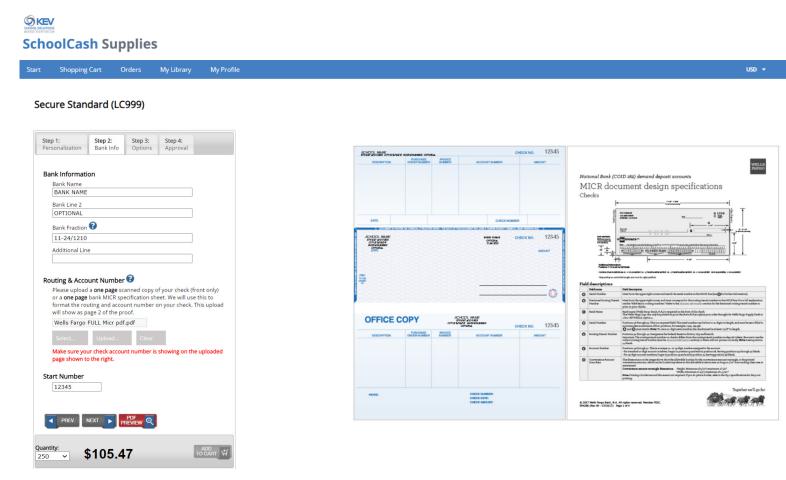




Bank Information

Page 1 design preview does not show bank numbers. We will add the numbers in production.

Preview of page 2, routing and account numbers must be visible.



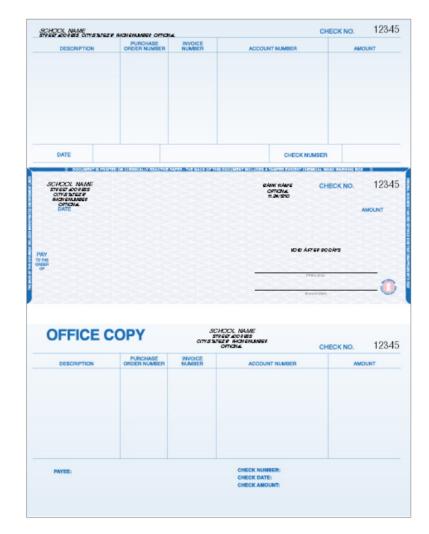


Options

• 1 Signature line

SCHOOL NAME				CHECK NO.	1234
DESCRIPTION	PURCHASE ORDER NUMBER	INVOICE NUMBER	ACCOUNT MUMBER	Aan	OUNT
	nd C Berner Watcher M	Mart Den F.A.C. Comp	CHECKIN CHECKIN CHECKIN CHECKIN CHECKIN CHECKIN CHECKIN CHECKIN CHECKIN CHECKIN CHECKIN CHECKIN CHECKIN CHECKIN CHECKIN		1234
					AMOUNT
AY The SSD 9			100 Å	r7 68 900 APS	
OFFICE C	OPY	07753		CHECK NO.	-0
	COPY ODDM NUMBER	arra a	2.019	CHECK NO.	🚺 1234: DUNT
OFFICE (PURCHASE	07753	HOOL NAME NEO VAME NEO VAME NEO VAME STOLA	CHECK NO.	

• 2 Signature lines





Approval

Below "Optional Name for Form" enter the school's name and product description.

USD 🔻 Shopping Cart My Library My Profile Secure Standard (LC999) Step 1: Step 2: Step 3: Step 4: Personalization Bank Info Options Approval 12345 CHECK NO. SCHOOL NAME STREET DOVIES OTVESSELF HOIGINARES OTTOIL WELLS FARGO **Optional Name for Form** National Bank (COID 182) demand deposit accounts SCHOOL NAME-CHECKS MICR document design specifications Checks APPROVED! Internet and 0 1234 0 38 DATE CHECK NUMBER Click PDF preview below. By checking the box, I agree that spelling, Actual to content and layout are correct. I understand that my document will 12345 SCHOOL NAM STREET DOVES CITYS WEEP ANDIENNAEP OTTONA CHECK NO. • print exactly as it appears on the PDF preview and that I cannot All pier sortis make any changes once my order has been placed. To place order: -----1. Proofread and Approve your Design (above) TOTHE 2. Click the ADD TO CART button (below) 0 PREV. **OFFICE COPY** SCHOOL NAM STREET LOUISS 12345 HECK NO. Quantity: ADD TO CART \$105.47 250 ~ 0 Ca Meigh ther we'll go fa CHECK NUMBER CHECK DATE: CHECK AMOUNT © 2017 Wells Fargo Bask, N.A. All rights reserved. Hember FDIC. 594286 (Rex 00 - 07/2017) Page 1 of 4



Approval

Verify your information is correct.

SchoolCash Supplies

|--|

ATTENTION

Please verify your starting number(s) are correct before placing the order. Click "Edit" to make any changes including updating your start number. Also click "Edit" to update checking account number by uploading a new MICR sheet or sample check.

Shopping Cart

'Secure Stan	dard (LC999)' has been added to t	he Shopping Cart.			
Proceed to Check	out Continue Shopping				
Item	Product / Description	Date Modified	Quantity	Options	Price
	Secure Standard (LC999) SCHOOL NAME-CHECKS - Start #12345	10/13/2022 9:30 AM	250	Edit PDF Preview Duplicate Delete Hold	\$ 105.47
				Subtotal	l: \$ 105.47
Proceed to Check	out Continue Shopping				

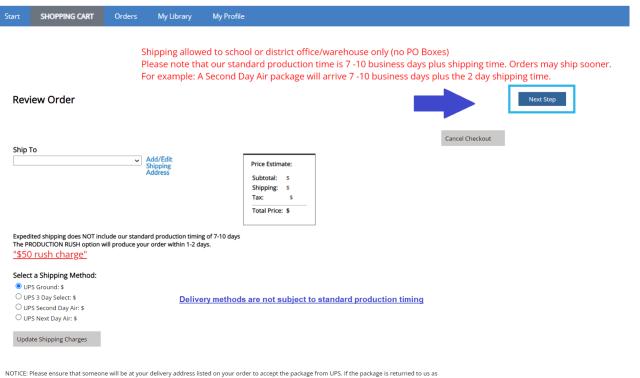
To Place Order, click the Proceed to Checkout button above.



Review Order

Your order will be stored in the shopping cart until it is submitted.

SchoolCash Supplies



undeliverable by UPS then you will be charged a reshipping fee to resend your package(s).

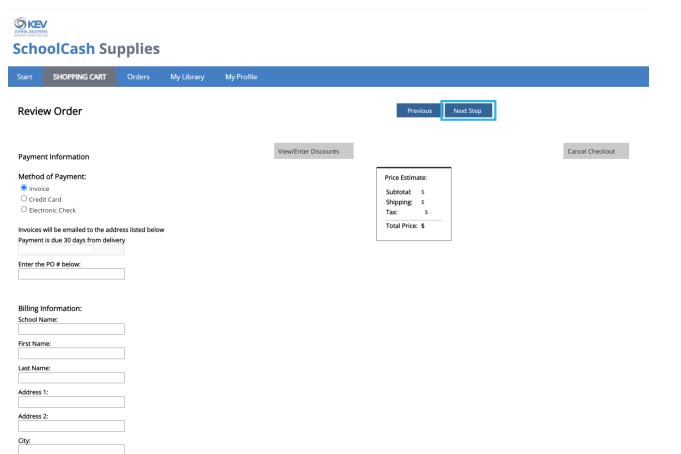


Select your preferred method of shipping and click "Next Step" to proceed. (Please contact supplies@kevgroup.com if you do not see the Next Step tab)



Payment Method

We email invoices along with shipping notifications for orders.



9

Enter the PO number in the box to be invoiced. When a PO is not available, enter the word CHECK. Please remit payment to SchoolCash Supplies, PO Box 841741, Dallas TX, 75248-1741. Once finalized, click "Next Step"

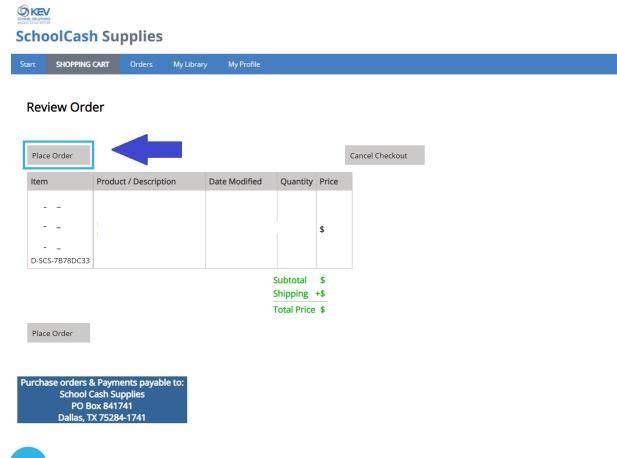


Final Step

10

Following the submission of your order, you'll receive an email confirmation.

Upon shipment of the order, you will receive an email with the UPS tracking number.





KEV Group provides the most comprehensive activity fee and tuition management solution that enables schools to manage every dollar efficiently, accurately, and consistently. By seamlessly integrating and automating all fee management processes, the SchoolCash platform provides real-time visibility and control over how schools create, collect, manage, track, and reconcile all fees. Parents benefit from an easy-to-use solution that offers convenience and supports all payment types. More than 22,000 schools across North America rely on SchoolCash to manage over \$4 billion in activity funds annually. Visit **kevgroup.com** to learn more.

letstalk@kevgroup.com

© 2023 KEV Group. Privileged & confidential. All rights reserved. Product & company names mentioned herein may be trademarks or registered trademarks of their respective owners. Errors & omissions excepted.