



PH: 800.553.9220
F: 910.454.8822
supplies@kevgroup.com

SCHOOL CASH SUPPLIES 2441 PRESIDENTIAL PKWY, MIDLOTHIAN, TX 76065

Supplies for School Cash Accounting & School Funds Online

Canadian clients click here



Click on the US Flag

Effective October 4th, 2021 All supply products prices will be increased For details contact Phone 800-553-9220 Email supplies@kevgroup.com

HTTPS://SUPPLIES.SCHOOLCASH.COM/

choolCashSupplies

User Name:

Password:

Confirm Password:

symbols: 1#\$%+&

Login

Existing Users Please enter a user name and password.

User Name:

Password:

Next time log me in automatically :

Eurgos Your Password?

Login Cancel

New Users Please enter a new user name and password and click "Continue".

Continue > Please pick a password at least 8 characters long, with at least one uppercase letter, at least one

number and at least one of the following special

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

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

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HOME PAGE THIS GUIDE IS COMPATIBLE WITH OUR OTHER PRODUCTS.



- Please click on the product of your choice.
- Checks are illustrated in this example

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START	Shopping Cart	Orders	My Library	My Profile	
	Products		Select a P	roduct to I	Begin
Deposi Laser R Envelop Endors	ement Stamp Payment		Secure Stat	ndard (LC999)	Hologram Secure (HC100)
					Check Features

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CHECKS

LC999 Standard Check (most common)

The HC100 Hologram Check has an additional security feature





<u>STEP 1:</u> <u>PERSONALIZATION</u>

- A preview of each line will appear on page 2.
- To add one of our logos, click select.
- Upload your own logo by clicking the <u>upload</u> button.





STEP 2: BANK INFORMATION

dard (LC999)

► Using a scanner, scan a current check and upload to your PC.

Upload Image		<u>Close</u> ×
Browse for an image file to uplo	ad, then click Su	ubmit
Choose File No file chosen		
Add this file to My Library		

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 <u>supplies@kevgroup</u> for assistance.

STEP 2: BANK INFORMATION

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STEP 3: OPTIONS

 Step 1:
 Step 2:
 Step 3:

 Personalization
 Bank Info
 Options

PDF PREV. NEXT **PDF** PREVIEW

Quantity: \$105.47

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1 signature line

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<u>STEP 4: APPROVAL</u>



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

	Edit" to update checking account					y changes including updating your start number neck.
Shoppir	g Cart					
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'Secure	Standard (LC999)' has been added to	o the Shopping Cart.				
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	Checkout Continue Shopping					

> Click on the Proceed to Checkout tab.

<u>REVIEW ORDER</u> SHIPPING METHOD

SchoolCashSupplies My Profile Shopping Cart Orders Shipping allowed to school or district office/warehouse only (no PO Boxes) Please note that our standard production time is 7 -10 business days plus shipping time. Orders may ship sooner For example: A Second Day Air package will arrive 7 -10 business days plus the 2 day shipping time. **Review Order** Next Step Cancel Checkout Ship To Add/Edit Shipping Address Price Estimate: Subtotal: < Shipping: \$ Tax: Total Price: \$ Expedited shipping does NOT include our standard production timing of 7-10 days The PRODUCTION RUSH option will produce your order within 1-2 days. "\$50 rush charge" Select a Shipping Method: LIPS Ground: \$ O UPS 3 Day Select: \$ Delivery methods are not subject to standard production timing O UPS Second Day Air: \$ O UPS Next Day Air: \$ Update Shipping Charges

► Please contact supplies@kevgroup.com if you do not see the Next Step tab.

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

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art Shopping Cart Orders My Profile			
Review Order		Previous	Next Step
Payment Information	View/Enter Discounts		
Method of Payment: Invoice Credit Card Electronic Check		Price Estimate: Subtotal: \$ Shipping: \$ Tax: \$	
Invoices will be emailed to the address listed below Payment is due 30 days from delivery		Total Price: \$	
Enter the PO # below:			
Billing Information: School Name:			
First Name:			
Last Name:			
Address 1:			
Address 2:			
City:			

PAYMENT METHOD

Enter the PO number in the box to be invoiced. When a PO is not available, enter the word CHECK.

We email invoices along with shipping notifications for orders.

Please remit payment to School Cash Supplies, PO Box 841741, Dallas TX, 75248-1741.

Shopping	g Cart Orders My F	Profile					
Review Ord	er						
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School C PO Bo	k Payments payable to: iash Supplies xx 841741 X 75284-1741						

FINAL STEP

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.

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