11/14/20

$ 319.30 XXX

DOLLARS

KEV
SCHOOL SOLUTIONS
MANAGE EVERY DOLLAR

SCHOOLCASH SUPPLIES
Order Guide
supplies@kevgroup.com

Getting Started

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

SchoolCash Supplies

US clients click here

Canadian clients click here

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

1 Click on the flag of your country

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DOLLAR

Existing User

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

New User

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

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SchoolCash Supplies

Login

Existing Users
Please enter a user name and password.

User Name:

Password:

☐ Next time log me in automatically

Forgot Your Password?

[Login]

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

User Name:

Password:

Confirm Password:

[Continue >]

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:
  ! # $ % + &

2   Login to your account or create an account if you are a first-time user

Home Page

START   Shopping Cart   Orders   My Library   My Profile   Logout

Search Products

[ ]

Search

Home
Laser Checks
Deposit Tickets
Laser Receipts
Envelopes
Endorsement Stamp
POS Rolls
Pay An Invoice
FAQ
Reorder

Your Source for Official
SchoolCash Supplies

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DOLLARS
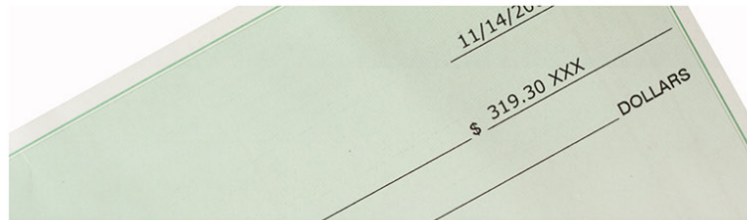
Need Help?

Contact Information
910-304-2316 ext 154
800-553-9220
Fax 1-866-891-9138
supplies@kevgroup.com

3   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
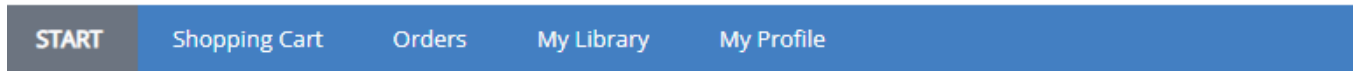
START   Shopping Cart   Orders   My Library   My Profile

Search Products

Search

Home

Laser Checks

Deposit Tickets

Laser Receipts

Envelopes

Endorsement Stamp

POS Rolls

Pay An Invoice

Reorder

Select a Product to Begin

Secure Standard (LC999)

Hologram Secure (HC100)

Check Features
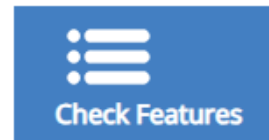
3   Select a product to begin

Personalization

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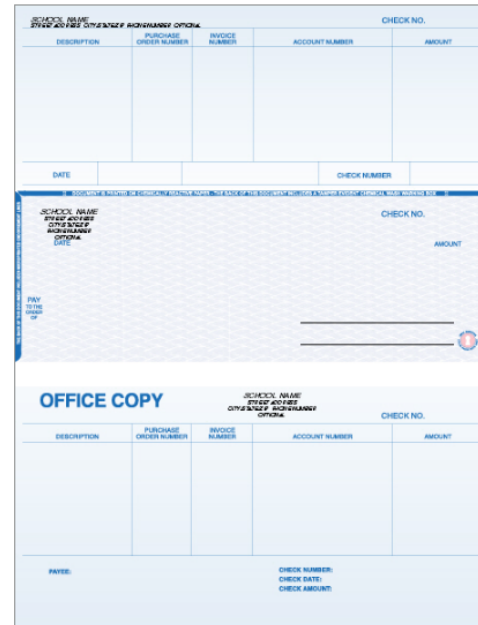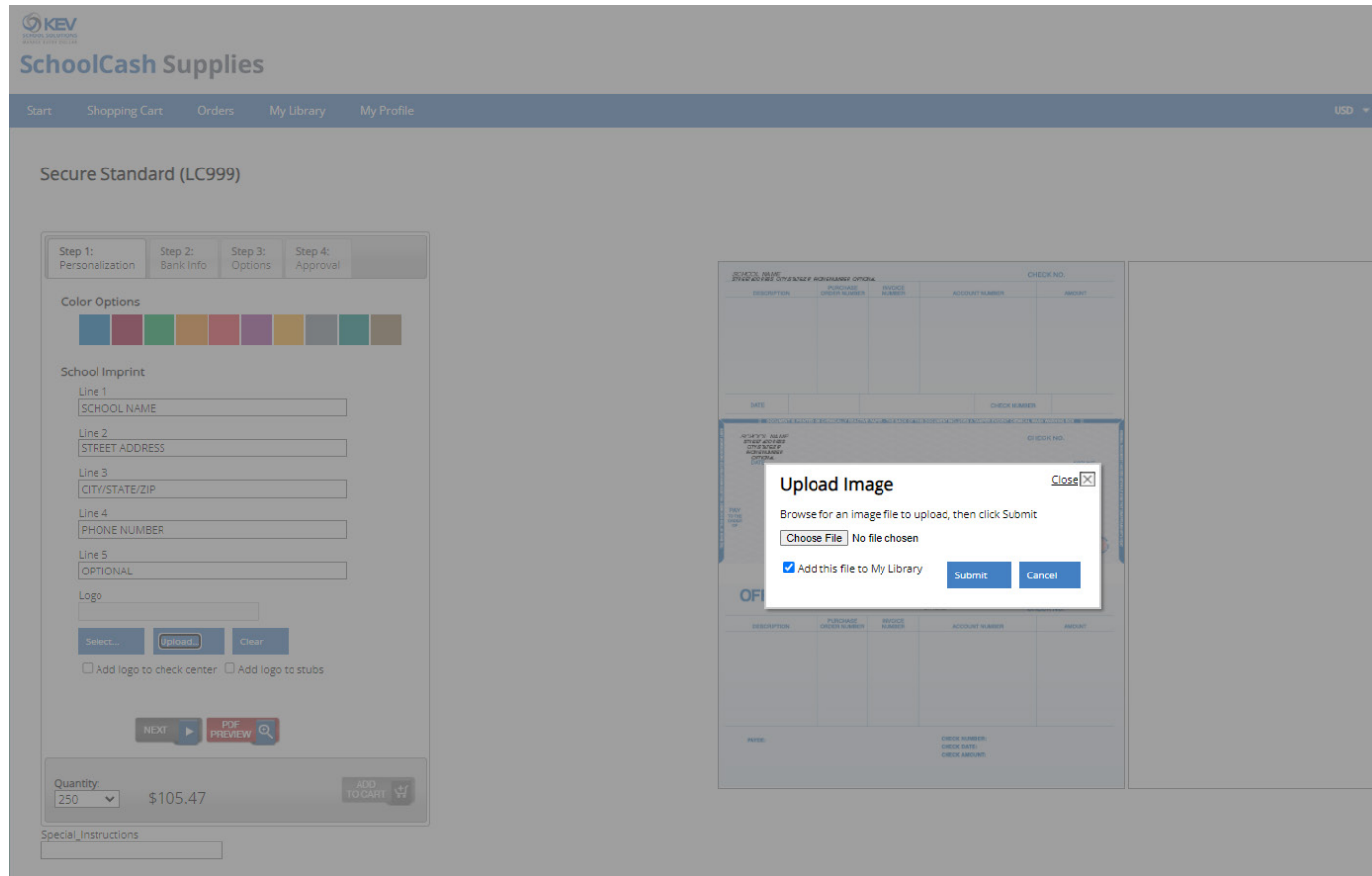
4   To add one of our logos, click select.
Upload your own logo by clicking the upload button.

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.

5 The form provides vendors with printing instructions.
If one is not available, email supplies@kevgroup for assistance.

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.**
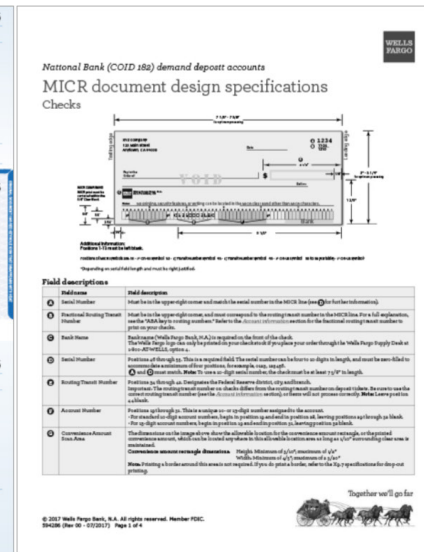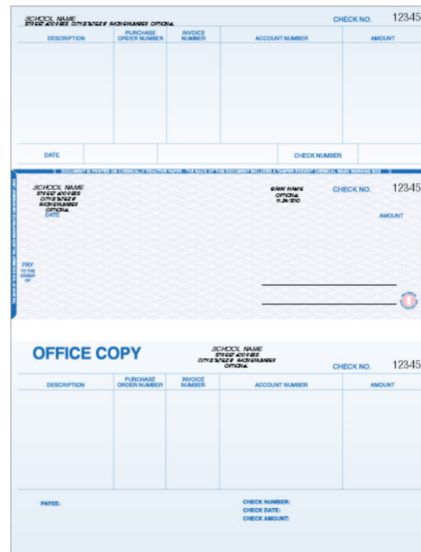
Options

- 1 Signature line

- 2 Signature lines

Approval

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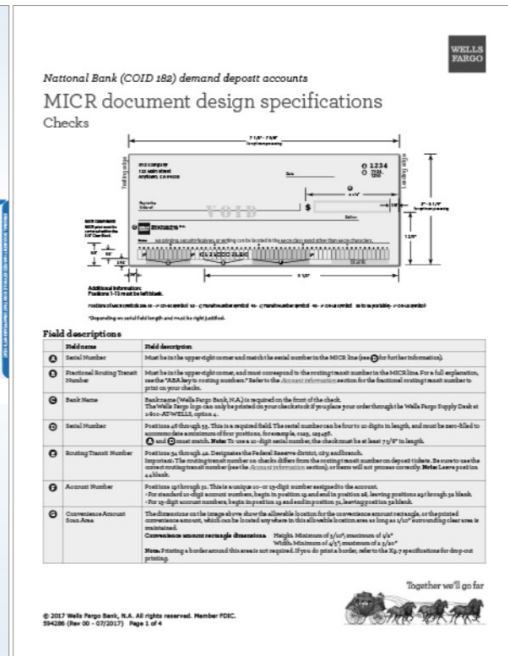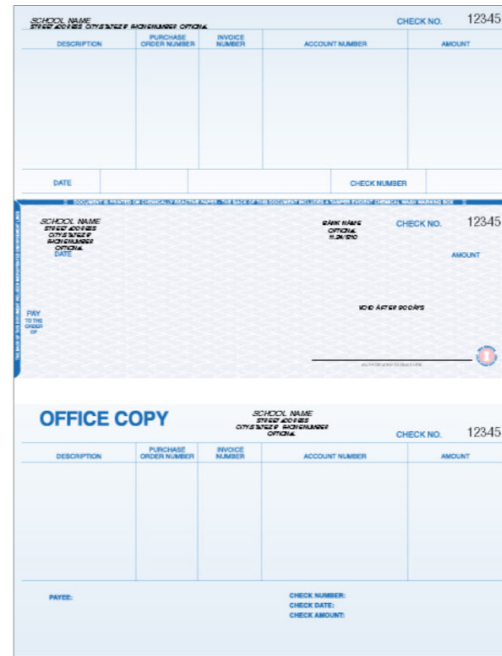
Approval

Verify your information is correct.

Click on "Proceed to Checkout"

Review Order

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

Start **SHOPPING CART** Orders My Library My Profile

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:
- UPS Ground: $
- UPS 3 Day Select: $
- UPS Second Day Air: $
- UPS Next Day Air: $

Update Shipping Charges

Delivery methods are not subject to standard production timing

NOTICE: Please ensure that someone will be at your delivery address listed on your order to accept the package from UPS. If the package is returned to us as undeliverable by UPS then you will be charged a reshipping fee to resend your package(s).
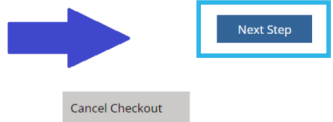
8 Select your preferred method of shipping and click "Next Step" to proceed.
(Please contact supplies@kevgroup.com if you do not see the Next Step tab)

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

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.

Click "Place Order" to finalize your purchase

KEV SCHOOL SOLUTIONS
MANAGE EVERY DOLLAR

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