



# How to set up an Online Payment Account for Beacon Hill Elementary School

Welcome to Beacon Hill Elementary School! At BHES, we prefer all payments to be made via our convenient online system. Here is a list of steps to help you in setting up a personal online account and link your child(ren) to your account!

## Step 1

Go to [beaconhillschool.ca](http://beaconhillschool.ca). Scroll down and click on the 'Online Payments' option in the right hand menu.

## Step 2

A screenshot of the "Sign In" form. It has a title "Sign In" in blue. Below the title are two input fields: "Enter your email" and "Enter your password". Below these fields are two buttons: a dark blue "Sign In" button and a light blue "Create Account" button. At the bottom, there is a link that says "Forgot Password?".

Your next screen will look like this. Please click on the "Create Account" button.

**NOTE: if you already have an account, login to your current account. Skip Step 3.**

## Step 3

A screenshot of the "Create Account" form. It has a title "Create Account" in blue. Below the title are four input fields: "First Name", "Last Name", "E-Mail", and "Password". Below these fields is a checkbox with the text "By using this site, you agree to the Privacy Policy and Terms of Service." Below the checkbox are two buttons: a dark blue "Next" button and a light blue "Cancel" button.

Fill in the following page (it will look like this). Click "Next" when finished.

## Step 4

A screenshot of the "Linked Account" screen. It has a title "Linked Account" in blue. Below the title is a table with columns: "Student ID", "Name", "Grade", and "Remove". The table has one row with the text "Non Student" and "Your Name Here". Below the table are two buttons: "Add Students" and "Supporters of Chinook's Edge School Division". At the bottom are two buttons: "Done" and "Back".

Next, click on "Menu" (top right). Click on the "Linked Accounts" option. Click on the "Add Students" tab.

You will be prompted for your "Student ID". This can be found in your School Engage account, your Parent Portal, or you can call the school office. When you are finished entering the 'Student ID' and the 'Last Name of Student', click "Done".

That's it! If you have any questions, please call the office at (403)887-8455.