

<u>How to set up an Online Payment Account for</u> <u>Steffie Woima Elementary School</u>

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Welcome to Steffie Woimal Elementary School! At SWES, 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! Please do not create an account until September 3, 2024

Step 1

Go to steffiewoima.ca. Scroll down and click on the 'Online Payments' option in the right hand menu.

Step 2



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. (If you have older kids in our school or in the Division you may already have one)

Step 3

First Name	
Last Name	
E-Mail	
2	
Password	
Password By using this Privicy Polic	s site, you agree to the y and Terms of Service.
Password By using this Privicy Polic	s site, you agree to the y and Terms of Service, Next

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

Step 4

Linked Account				
Student ID	Name	Grade	Remove	
Non Student	Your Name Here		•	
Add Stude	nts		>	
Supporters of Chinook's Edge School Division			>	
	C	lone		
	E	lack		

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)887-3088.