

How to Create your Username & Place an Order On the New & Improved Supplies Site

- Open your web browser and type in supplies.schoolcash.com in the address bar
- Under New Users, type a user name and password, confirm the password and click continue
- Fill in each field accordingly, and at the bottom choose School Funds as your software. Then click create account
- Using the navigation to the left of the screen, click on the product you would like to order
- Each category has images of the forms and accessories offered, click on your selection
- Type in the information for each field and it will update the proof on the right
- If your school would like a logo printed on the forms, either *Upload* the logo or click *Select* to choose from a variety of stock logos
- If you upload a logo, check the box that says “Add this file to My Library” the logo will be saved in your library and you can add it to other products
- Checks & Deposits: Under routing and account number you are prompted to upload a copy of a check, deposit or a MICR sheet. This will only be required for the first order, and the information will remain on file for future reorders
- During checkout the shipping cost will be calculated and displayed based on actual UPS ground rates
- You will have the option to either pay by credit card or be invoiced and reference an optional PO number
- You are able to designate a different “Ship To” and “Bill To” name and address (Shipping is restricted to the school or district office/warehouse) No PO Boxes and No residential addresses
- You will receive an emailed order confirmation and electronic invoice, mailed invoices are optional.
- If you need time to create a purchase order: Add all the items to your cart and click on check out, you will see the shipping rate and the order cost breakdown. Your cart will automatically save and you can return to the check out to complete the order once the Purchase order has been created/approved.

If you need assistance please email us at supplies@kevgroup.com and include your name and phone number and we will gladly help you place your order.

For Immediate Assistance dial 800-553-9220



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