



How to set up an Online Payment Account for Steffie Woima Elementary School

Welcome to Steffie Woima 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. 

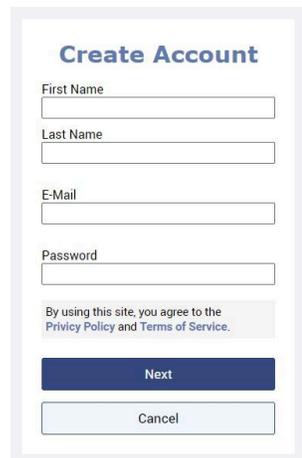
Step 2



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



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

Step 4



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.