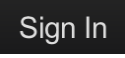




# Setting up a FeePay Account

Once a FeePay Account is set up for your family, Activities, Fees, Meals (Pending Setup), School Age Care and other Community Ed Registrations are easily accessible.

## Login and Set-up

1. Access the district website at [isd12.feepay.com](http://isd12.feepay.com).
2. Select  in the upper, right corner of the screen.
3. If you already have a FeePay Account, enter your email and password and log in. Skip to step 7.  
-or-

If you have not yet created a FeePay Account, select 

4. Complete the Register a New Account Form answering the fields for yourself.
5. Select  at the bottom of the form.
6. Sign using your new login.
7. Select the  button to add family members.
8. If the Student is enrolled in the school district and you see the **Activities** or **Meals** link in the black menu bar options in the upper, left of your screen, use the 'Yes, They Have a Student ID' option.

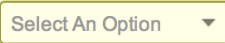
-or-

If the student is in preschool or younger OR **Community Ed** is the only option in your black menu bar (upper, left area of your screen), use the 'No, They Do Not Have a Student ID' option.

**NOTE:** You will need to have the Student ID handy for any child enrolled in the school district.

## Add a New Person

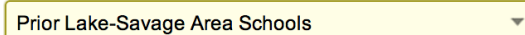
### How Is This Person Related To You?\*

They Are My Child Or Dependent     They Are My Spouse Or Significant Other     They Are My 

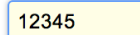
### Do They Attend A School And Have A Student ID?\*

Yes, They Have A Student Id     No, They Do Not Have A Student Id Or I Don't Know It


### Attending School District\*




### Student Id\*



### Student's Last Name\*



If the Student ID matches the student's last name in the system, a confirmation will appear.

9. Select .
10. Repeat for any additional children.

## Register for an Activity

To register your student for an activity please log in to FeePay at [isd12.feepay.com](http://isd12.feepay.com).

On your homepage you will see a link to Activities in the black menu bar across the top of the page and a picture tile with the words "Activities."

Clicking on the tile will also take you to the Activities page. You will see a listing of all available activities for which your student(s) are eligible to sign up.

Some activities may require a completed online form before adding to the cart.

The "Add to Cart" button will be grayed out until the online form is completed. Others may require a valid physical be on file with the school district before registration is allowed.

A red warning message will appear next to these activities and the "Add to Cart" button will not be displayed until this happens. Only activities that are in a current enrollment phase will be visible.

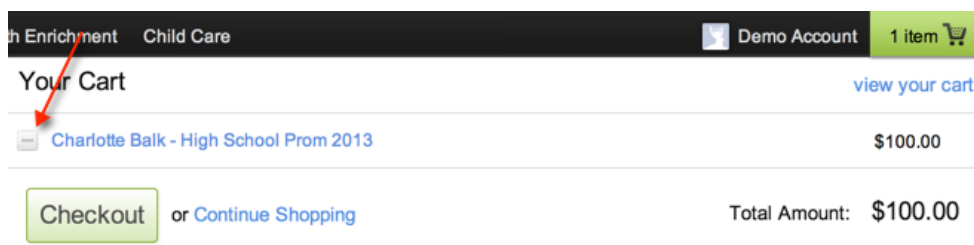
If the Activity requires an online form to be completed you will see the yellow "Form" button to the right of the Activity listing. Click this button to begin filling out the form.

The form will appear in a pop-up window. Fill in the required information and click the Submit button at the bottom of the form. If you have missed any required fields you will be prompted with a message to this effect and a red notification message will appear next to the missed field.

 *Hint: You may need to scroll up on longer forms to see a field that is missing required information.*


Once these are corrected click submit at the bottom of the form once more. The form will be recorded and the activity will be added to your shopping cart. (Please note: you have the option to print the form before submitting.)

If you believe you have made a mistake or change your mind you about registering for an activity, simply click the "Remove" button on the line with the activity listing or in the cart by clicking on the minus button next to the cart item:



Enrichment Child Care Demo Account 1 item

Your Cart [view your cart](#)

 Charlotte Balk - High School Prom 2013	\$100.00
--	----------

[Checkout](#) or [Continue Shopping](#) Total Amount: \$100.00

You may register for as many activities all in one session. Once you are finished, please choose the "Checkout" button. You can access the checkout anytime by clicking on your shopping cart in the upper right hand corner of the site.

 FeePay™ Checkout

Description	Amount
<b>Fees &amp; Activities</b>	
Charlotte Balk - High School Prom 2013	\$100.00
<b>Fees &amp; Activities Subtotal</b>	<b>\$100.00</b>
<b>Total \$100.00</b>	

Payment Method \* Pay with a new Credit Card...

Name On Credit Card \*

First:

Last:

Billing Address \*

Line 1

City

St

Zip

Email Address To Receive Receipt \*

Store For Later Use?

Yes  No

Credit Card Type \*



Credit Card Number \*

Credit Card Exp. Date \*

Credit Card Security Code \*

(CVV2) [What's this?](#)

[Add a note to your transaction](#)

**Process Payment**

Enter your payment information. If you wish to store this payment information securely for future use, please select the *Yes* button shown under the **Store For Later Use?** option as shown above. When all payment information is entered, select the green "Process Payment" button.