

MySchoolFees Online Payment Instructions

****There is a 3.5% web fee per student****

1. Go to <https://secure3.myschoolfees.com>
 - a. If you have previously signed up, type in your User Name (email) and Password and click **Sign In**
 - i. If you forgot your password Click on the *Forgot Your Password* link
 - ii. If you forgot your email click on the **Register** button
 - b. If you have not signed up before, click the **Register** button
 - i. Fill in your Email, Create a Password, fill in First Name, Last Name, Address, City, State, Zip and Phone Number
 - ii. Click **Submit**
2. Use the drop down to select **School**
3. On the right side type in the Student's ID (you can find this on the top right corner of their fee sheet)
4. Click **Add Student**
5. Use the drop down in the middle of the screen to select the student's name
6. Fee categories will show on the left side
 - a. Prior Year fees will show as "**OUTSTANDING BALANCES**" highlighted in yellow
 - i. If you have an outstanding balance click on the yellow highlighted line. On the right side your outstanding fees will show. Check the "Check to Pay all balances Owing" and then click Add to Cart
 - b. Current Year fees will show as "**REGISTRATION – REQUIRED FEES**" highlighted in green
 - i. Click on the green highlighted line. On the right side your current year fees will show. Check the "Check to Pay all balances Owing" and then click Add to Cart
 - c. Optional Items will show as "**REGISTRATION – OPTIONAL FEES**" highlighted in blue.
 - i. If you would like one of these check the box next to the item and then click Add to Cart.
7. Once all fees have been added. Click **Checkout**.
8. Verify fees are correct, then click **Check Out**.
9. Put in your credit card information and click **Pay Fees**
10. On the right side click **view and print receipt**
11. Print Receipt (you will also be emailed a copy)
12. Take Receipt in order to pick up your Schedule