MySchoolFees.com - First Time User's Quick Start Manual

1. In the address bar on your browser type in http://www.myschoolfees.com and press the enter key
2. If you have registered already then click Sign In button, if not then click the Register as New User button and then skip to step 4.
3. Fill out the registration form. Make sure to use your billing address. *Do not put the student information in here.*
   a. If nothing happens when you hit the Submit button, please look to make sure everything was entered correctly.
4. Select the State->District->School that you wish to pay fees to.
5. **If you are paying fees for a student** you may need to add them to your account. Look under the Student Payments section of the page. Do you see your student's name in a light blue box? If you see the name, then skip to step #6. If you do not see your student's name then click the 'Add Student to Your Account' button, and follow the prompts to add your student. Once your student is added then continue on with step 6**. If you are not paying fees for a student** then click the 'Continue to Public Payments Page' button and continue with step #7 .
6. Select your student's name from the '-SELECT STUDENT' dropdown list.
7. Select the items you would like to purchase and add them to your cart.
   a. Remember that you can view the contents of your cart by putting your mouse pointer on top of the little shopping cart graphic.
8. Click the 'Continue to Checkout' button
   a. IMPORTANT: If the 'Continue to Checkout' button **does not appear** it means that your school has ruled that you must pay for a certain type of fee before you can continue to checkout. These fee types could be 'Required Registration Fees', 'Past Due Fees' or both. If this is the case then you must have the mandated fee type in your cart before you can continue.
9. You are now at the Summary Page. Please make sure that your cart contents and totals are what you expect them to be. If everything looks good then click the 'Check Out' button. If there is a problems then click the 'Cancel' button and start your purchase over.
10. Enter your payment information and click the Pay Fees button.
11. You're finished. You can print a copy of your receipt from the Transaction Successful page. You will also be getting an email receipt with your transaction details