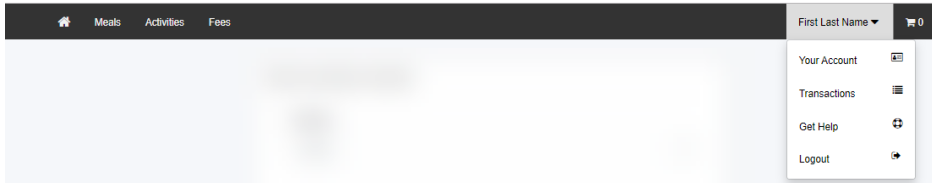


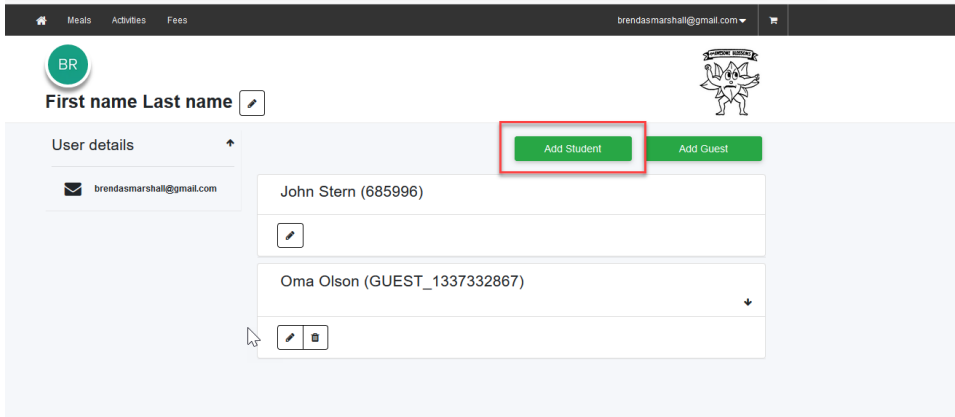
How to Add a New Family Member

Adding a Student – Step by Step

Once logged into FeePay, from the Black toolbar, Click the drop down by your name and select “Your Account”



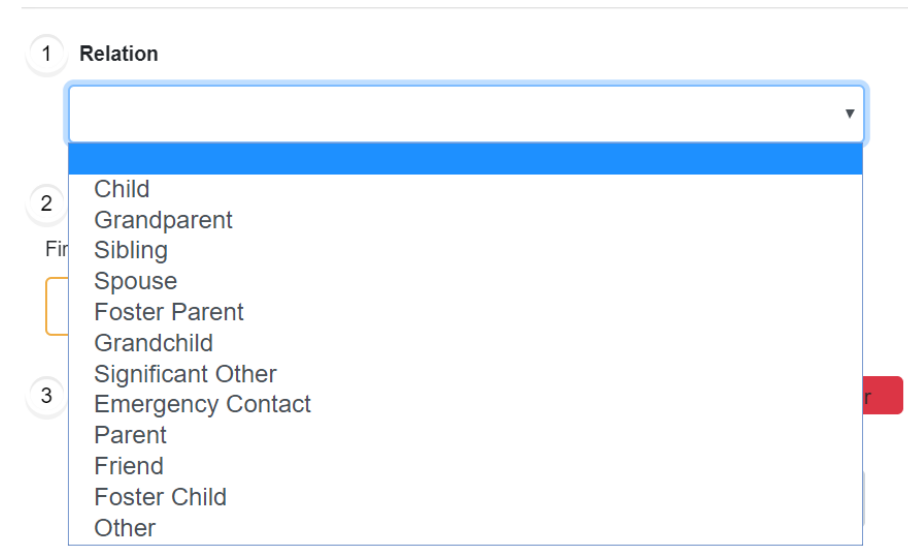
Now click “Add Student”.



Four fields are required to Add a Student Relationship

1. Last name
2. Birth date
3. School
4. Identification number – This is the Student ID which is the unique identifier that your school district uses. Many parents have found this number by logging into the parent portal, on a report card, transcript or transportation card.

It is Optional to add the Relation type, but to do so, click on the down arrow and select the appropriate Relationship:



Next enter Last Name

How to Add a New Family Member

2 Person information

First name

Middle name

Last name*

Date of Birth (MM/DD/YYYY format)

Birth date

Select the name of the school from the drop down:

School

4

- ALC - 0120 (0120)
- ALC - 0120 (0198)
- Elementary - 0106 (0106)
- Elementary - 0158 (0158)
- Guest School (-999)
- KE (KE)
- Middle School - 0122 (0122)
- Noble Middle School - 705 (705)
- School of Hard Knocks (0656)
- Sr. High - 0105 (0105)
- Sr. High - 0121 (0121)
- test elementary school (HK)

Add the Student Identification Number – You can find this number by logging into the parent portal, report cards, transcripts or transportation cards. NOTE: This is not the lunch pin number.

Identification Number

Once complete, click the blue **Verify and Save**.

Verify and Save

Back

If the system finds the matching data it will automatically add the student to your account and bring you back to Your Accounts page.

If the system cannot find a match to the entered data, you will get this message:

How to Add a New Family Member

3 School District Information

Birth date*

07/01/2003

Sc

Given student not found.

OK

Identification Number*

123456

Verify and Save Back

Click OK and double check that all information is accurate. The system will not add a student until all data agrees with what is in the Student Information System.

The most common solution to this is to check the student ID and re-enter.

NOTE: Do not create a GUEST account for your student. You will not be able to purchase meals or register for activities.

That is it. You are all set!