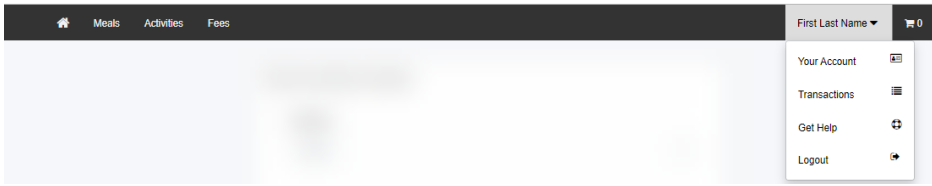
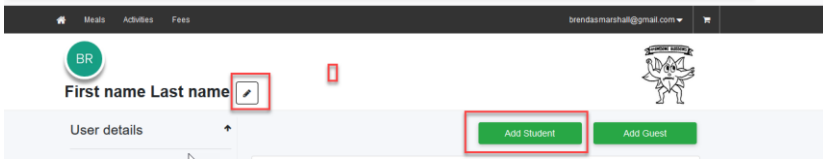


How to Add a New Family Member

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



Now click “Add Student”.

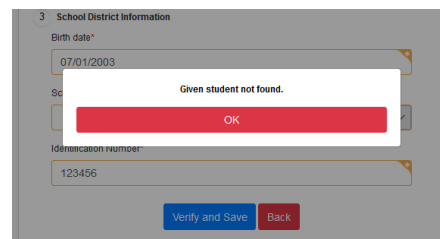


Four fields are needed to Add a Student

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. Please contact the school or school district if assistance is needed.
5. Once complete, click **Verify and Save**. If the system finds the matching data it will automatically add the student to your account and bring you back to Your Accounts page.

A screenshot of the 'Add a Student' form. The form is titled 'Add a Student' and contains several fields. A red teardrop-shaped callout with the number '1' points to the 'Relation' dropdown menu. Another red teardrop-shaped callout with the number '1' points to the 'Last name*' field. A red teardrop-shaped callout with the number '2' points to the 'Birth date*' field. A red teardrop-shaped callout with the number '3' points to the 'School*' dropdown menu. A red teardrop-shaped callout with the number '4' points to the 'Identification Number*' field. At the bottom, a red teardrop-shaped callout with the number '5' points to the 'Verify and Save' button. There is also a 'Back' button next to it.

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



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.