

## MySchoolFees.com – First Time User’s Quick Start Guide

1. Print out this guide
2. If you haven’t opened your web browser (Internet Explorer, Firefox, Safari, etc...) then open your browser, type <http://www.myschoolfees.com> in the address bar and press the enter key.
3. Select **Sign In** or **Register as New User**
  - a. **Sign In** Instructions:
    - i. Enter your email address and your password and click the **Submit Button**.
  - b. **Register as New User** Instructions:
    - i. Fill out the Registration Form. Make sure to fill the form out as the person who will be paying the fees. Do NOT enter the student information in here. Once you’ve filled out the form click the **Submit Button**.
4. You are now at “*Your Home Page*”. Select the **State->District and School**.
5. If you are paying fees for a student that attends the school you’ve selected then click the **Add Student to Your Account** button and continue on to step #6. If you are not paying a fee for a student that attends the school you’ve selected then click the **Continue to Other Payments Page** button and continue on to step #9.
6. Enter your student’s student id and click the **Submit Button**.
7. Verify that the student is yours and click the **Yes Button**.
8. You will now have a box with your student’s name in it. Click your **student’s name**.
9. Select the items you would like to purchase and click the **Add to Cart** button.
10. Remember that you can view the contents of your cart by putting your mouse pointer on top of the little shopping cart graphic.
11. 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.
12. 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.
13. Enter your payment information and click the **Pay Fees** button.
14. That’s it! You’ve finished your transaction. You can print a copy of your receipt from the Transaction Successful Page. You will also be emailed a receipt.