

Procedures for Online Payment of 2014-2015 Registration Fees

You will need two (2) things before you get started:

- A valid email address
- A credit card (MasterCard and Discover only) OR a check
- All fees for electronic check submission (ACH payments) have been waived for 2014-2015 registration fees. There is a 3% credit card transaction fee.

Returning MySchoolFees User:

1. Open Internet Explorer
2. Go to www.myschoolfees.com
3. Enter adult's email address previously registered with MySchoolFees
4. Enter the password previously registered with MySchoolFees
5. Select Sign-In
6. Select School (where student will be attending school in the fall)
7. Select student's name from dropdown. If not in list, enter student's ID# then select Add Student
8. Select Category "Registration-Required", if applicable
9. Select student's required fees
10. Select "Add to Cart"
11. Select Category "Registration-Optional", if applicable
12. Select optional fees for student (for example, Yearbook)
13. Select "Add to Cart"
14. Once purchase complete, select "Continue to Checkout"
15. Verify fees are correct (the convenience fee will be adjusted once you select payment method)
16. Select "Check Out"
1. Select Payment Method (If you select payment method "Electronic Check", it will be necessary for you to check the box that you acknowledge the ACH process.)
17. Enter required information
18. Select "Pay Fees"
19. Print receipt for your records*

New MySchoolFees User:

2. Open Internet Explorer
3. Go to www.myschoolfees.com
4. Select Register
5. Enter adult's email address you wish to receive future correspondence (payment confirmation)
6. Enter a password (write this down for future use)
7. Enter adult's profile information
8. Select "Submit"
9. Select School (where student will be attending school in the fall)
10. Enter student's ID# then select Add Student
11. Select Category "Registration-Required", if applicable
12. Select student's required fees
13. Select "Add to Cart"
14. Select Category "Registration-Optional", if applicable
15. Select optional fees for student (for example, Yearbook)
16. Select "Add to Cart"
17. Once purchase complete, select "Continue to Checkout"
18. Verify fees are correct (the convenience fee will be adjusted once you select payment method)
19. Select "Check Out"
20. Select Payment Method (If you select payment method "Electronic Check", it will be necessary for you to check the box that you acknowledge the ACH process.)
21. Enter required information
22. Select "Pay Fees"
23. Print receipt for your records*

Thank you for using MySchoolFees.

*If you are unable to print a receipt from this screen, select "Home Page" and click on "View Payment History". Select the Transaction Number and click "Printable Receipt".