## <u>MY SCHOOL FEES PAYMENT INSTRUCTIONS</u> (MSF ACCEPTS MASTER CARD, DISCOVER AND ELECTRONIC CHECK)

## **NEW USER:**

- 1. Go to www.myschoolfees.com
- 2. Register as new user
- 3. Select State Alabama
- 4. Select Hoover
- 5. Select Hoover High School <u>OR</u> Spain Park High School (your base school)
- 6. Under Student Payments: Click on "Add Student to Your Account"/enter Student ID#
- 7. Select Category Summer School- Credit Enhancement/Access/Credit Recovery
- 8. Select Item (example 1<sup>st</sup> Term, 2<sup>nd</sup> Term)
- 9. Add to cart
- **10.** Continue to checkout
- **11. Select Check out**
- 12. Select payment method (Credit Cards or Electronic Check)
- **13.** Verify fees are correct
- 14. Enter payment information
- 15. Select Pay Fees
- 16. Print receipt

## **RETURNING USER:**

- 1. Go to www.myschoolfees.com
- 2. Select sign in
- 3. Enter your email address that will be used for payment confirmation
- 4. Enter a password
- 5. Select submit
- 6. Select State Alabama
- 7. Select Hoover
- 8. Select Hoover High School <u>OR</u> Spain Park High School (your base school)
- 9. Select Student's name
- 10. Select Category: Summer School Credit Enhancement/ACCESS/ Credit Recovery
- 11. Click to Select Item: Select Course/Term
- 12. Enter how many you would like: 1
- 13. Select Add to Cart
- 14. Select Continue to Checkout
- **15. Select Checkout**
- 16. Select Payment Method (Credit Card or Electronic Check)
- **17.** Verify fees are correct
- 18. Enter payment information
- 19. Select Pay Fees
- 20. Print receipt for your records

## \*PLEASE BRING RECEIPT TO SUMMER SCHOOL REGISTRATION\*