

**MY SCHOOL FEES PAYMENT INSTRUCTIONS**  
**(MSF ACCEPTS MASTER CARD, DISCOVER AND ELECTRONIC CHECK)**

**NEW USER:**

1. Go to [www.myschoolfees.com](http://www.myschoolfees.com)
  2. Register as new user
  3. Select State – Alabama
  4. Select Hoover
  5. Select Hoover High School OR 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
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**RETURNING USER:**

1. Go to [www.myschoolfees.com](http://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 OR 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\***