



SPRING LAKE PARK SCHOOLS

Setup a FeePay account profile

Spring Lake Park Schools has a new online registration system for activities, athletics and school fees called FeePay. In order to use this system, users must create a profile and add children to their account.

To login to FeePay visit <https://springlakepark.feeipay.com>.



Create your Account Profile

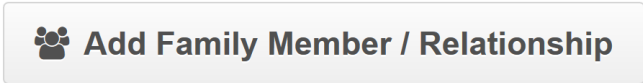
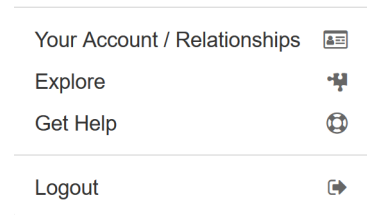
1. Access the new site and click on the program you are interested in
2. Login if you have a FeePay account or select *Create Account*
3. Complete the *Register a New Account Form* and select *Create Account*
4. Log in using your email address and password



Note: An email will be sent from *FeePay* with a link to verify your account

Add Family Members and Emergency Contacts to your Profile

1. Select your name in the top, right corner of the screen and select *Your Account/Relationships*
2. Use the button to add all of your family members



3. Complete the *Add a New Person* form for each child. Please add the child's FeePay Identification Number in the box provided. This is very important in order to link your children to your account. **Note:** Parents should receive an email with their FeePay Identification Number. You can also find this number on the FeePay tab in the Campus Portal at <http://campus.springlakeparkschools.org> by logging in with your district username and password.

Does This Person Have A District Provided Identification Number (Staff ID, Student ID, Etc.)?

Yes, They Have A District ID No, They Do Not Have A District ID

School District *

Identification Number *

Remove