⋅⋅⁘ FeePay

Setting up your account profile

Our District is transitioning to a new online registration and Meal account system. This system is connected not only to the administrative scheduling and payments software, but to the Food Service POS system as well.

Create your Account Profile

1. Access the new site by browsing to: https://whitebear.feepay.com
2. Select **Sign Up** (top, right corner). *If your email address is recognized as a previously registered FeePay user, please use the Forgot Password link to receive an emailed link to create a password.*
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. Use the **Verify Your Email Address** button on that email to verify your account.

Add Family Members and Emergency Contacts to your Profile

1. Browse to https://whitebear.feepay.com and login with your email address and password by selecting the Log In button **Log In**.
2. Select your name in the top, right corner of the screen and select Account Profile.

   ▼ Demo Account
   Account Profile
   Logout

3. Use the **👥 Add** button to add family members in order to facilitate upcoming registrations in the system. Please add all family members in anticipation of future registrations within the FeePay system.
4. When adding a child to your profile, please add each child's Student ID within the District Information section before you SAVE PERSON.
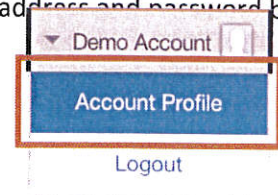
   Note: If your child is already the system, please add a Student ID by using the EDIT button by their name in your profile.

   Does This Person Have A District Provided Identification Number (Staff ID, Student ID, Etc.)? in
   ⦿ Yes, They Have A District ID ○ No, They Do Not Have A District ID

School District	Identification Number
White Bear Lake School District ▾	

   TIP: Use the **📷 Emergency Contacts** *button to add emergency contacts for children on your profile.*

   You have completed the Profile set-up process and are ready for future online registrations and Meal account payments in our new system!

   We are very excited to utilize the new system. Please keep an eye out for upcoming communications from us as we continue rolling out features of the system.

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