

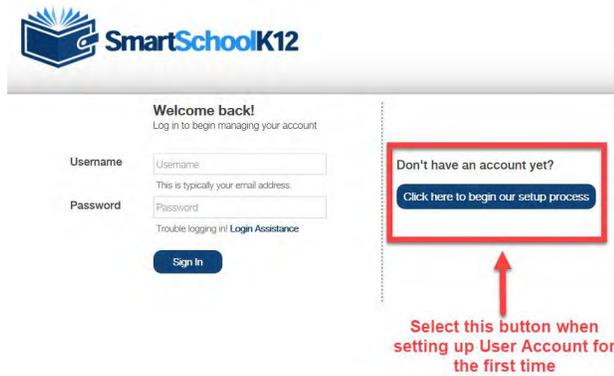
Traffic Education Registration Instructions

Out of District Parent/Student Registration

Website information

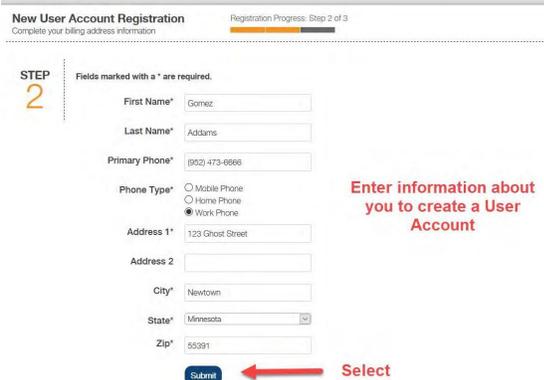
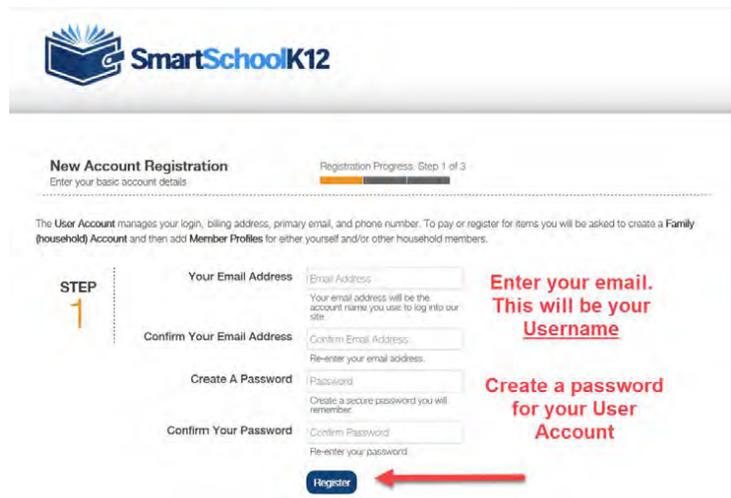
Navigate to <https://kalispellps.epaytrak.com/login.aspx> and follow these steps to register.

Step 1: To access the login page select the Wallet icon. Select the button “Click here to begin our user setup process” to *create your PARENT USER ACCOUNT*.



Step 2:

Your new *PARENT USER ACCOUNT* - login will be your email address and a unique password created by you. Select the “Register” button to continue on to the next step in the process.



Step 3:

Enter information about yourself regarding your *Parent User Account* then press the Submit button.

Step 4:

Congratulations! You have just created your PARENT USER ACCOUNT

REMINDER: After you created your new PARENT USER ACCOUNT, you should have received an email containing a link to confirm your account. Please make sure you open this email and confirm your PARENT USER ACCOUNT. If you do not, your login credentials will expire in 30-days.

Step 5:

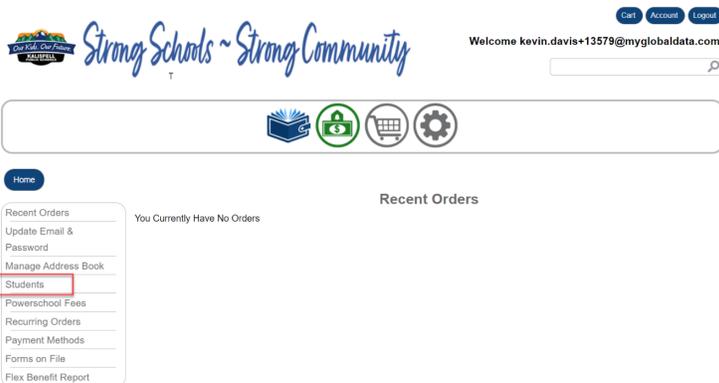
Close Browser and log into email and confirm account.

Step 6:

Open a Browser and navigate to <https://kalispellps.epaytrak.com> one more time and log in using the account created above. Then click Account in the upper right hand corner.



Welcome kevin.davis+13579@myglobaldata.com!

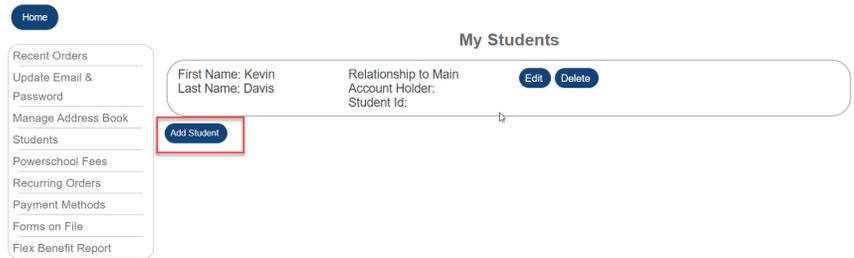


Step 7:

From the menu on the left click Students

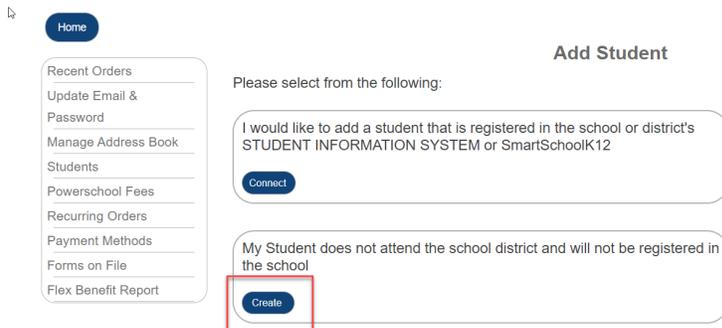
Step 8:

Click the Add Student Button



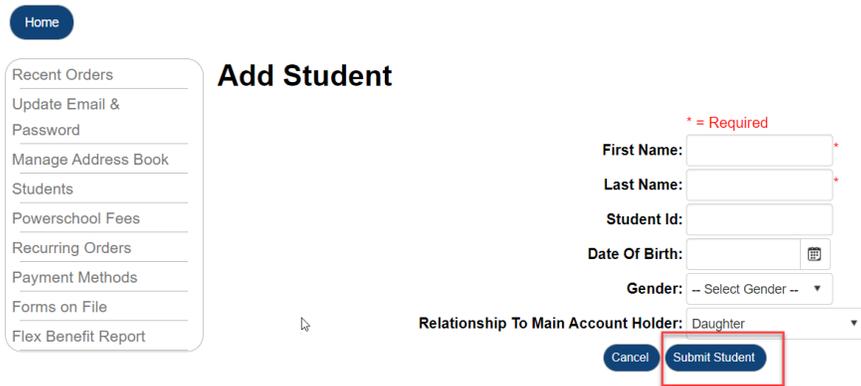
Step 9:

Click the Create button in the section that states the student does not attend school in the district



Step 10:

Fill out the student's first and last name and click Submit Student



Step 11:

Click on the green store/dollar sign icon

Step 12:

Register!!!!

