

# SchoolPay Account Access

## New SchoolPay Account Setup

1. Go to [www.schoolpay.com](http://www.schoolpay.com)
2. Select "Create an Account" – complete required fields
3. Complete fields to add student – find district, find school, add student(s) \*
4. Set password – enter emailed password, then create your new password
5. Add fees to cart and check out

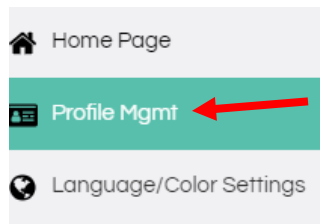
## Existing SchoolPay Account

1. Go to [www.schoolpay.com](http://www.schoolpay.com)
2. Login
3. Verify your students
  - A. Click on the top right icon that has the first letter of your name inside the circle



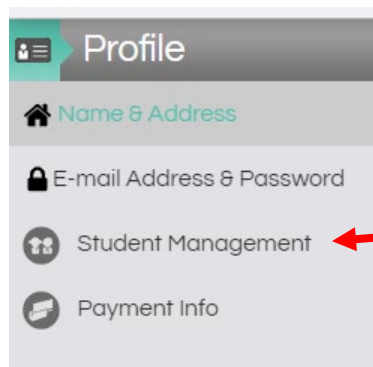
**Example** if your name is Ray you will see the letter "R" inside the circle

- B. Select Profile Management



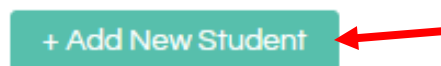
- C. Select Student Management

- If all students are listed go to step 4.
- If you need to add a student follow the steps outlined below in "D"



- D. Click Add New Student

- Find your school district
- Select your school
- Enter students first and
- Click Add Student



4. Go back to the home page to select fees



\* New students may not immediately show up in SchoolPay. Contact your school office to pay.