.ii FeePay

Setting up your Account Profile

Saint Paul Public Schools is transitioning to a new online registration system called FeePay. This sheet will walk you through the process for setting up your Account Profile. We encourage you to add all members of your household and add emergency contacts for your children in anticipation of future registrations within the FeePay system.

Create your Account Profile

1. Access the new site by browsing to: https://stpaul.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**.

   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 to your Account Profile

1. If you are not already on the website, browse to https://stpaul.feepay.com and log in with your email address and password by selecting the Log In button **Log In**.
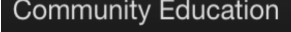
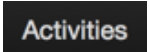2. Select your name in the top, right corner of the screen and select Account Profile.

3. Use the **Add** button to add all family members in order to facilitate upcoming registrations in the system. (TIP: When adding a grade for Pre-K student, select Kindergarten and the year the child will be entering
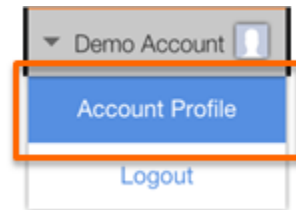
   Kindergarten.)

4. When adding a child to your profile, please add each child's Student ID within the District Information section

   before you select the **Create Person** button.

   District Information ❓

   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
   Lakeville Public School District ▾

   Identification Number

5. If you will be signing up for classes within Community Education, select the **Community Education** link in the upper left area of the screen and select *YOUR PROFILE* in the Community Ed registration page.

   If you will be signing a student up for High School, Middle School, Elementary Activities, select the **Activities** tab.
   NOTE: Activities will not be available for registration without a valid Student ID number.

   You have completed the Account Profile set-up process and are ready for future online registrations!

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

.ii FeePay