




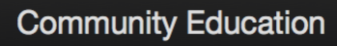
## Registering for Kids' Company

The New Prague Area School District is transitioning to a new online registration system called FeePay. This sheet will walk you through the process for registering a student for Kids' Company.

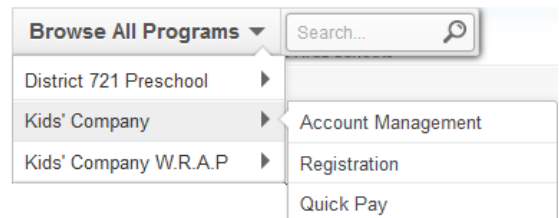
### Log into FeePay

1. Browse to <https://npaschools.feepay.com> and login with your email address and password by

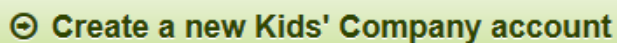
selecting the Log In button . (TIP: Use the Forgot Password link to initiate a set-password email if you cannot remember your password.)

2. Select the Kids' Company tile -or- select .

3. Point to Browse all Programs, Kids' Company, and select Registration.



4. If you have not yet registered for Kid's Company, District 721 Preschool, or Kids' Company W.R.A.P in this system, select the Create a new Kid's Company account button.



5. Select the desired class and the CONTINUE button. *Note: Select the correct season then select the correct class.*
6. Accept Terms and Conditions.
7. Enter a payment method to be used for registration fees. Note, your payment account will be charged when our administrative staff confirms your student. (A confirmation email will be sent.)
8. Complete the registration by selecting the child you are registering, the days of the week the class runs and the enrollment questions.

9. Select the  button at the bottom of the screen.

You should receive a Pending Contract Request email. A 2<sup>nd</sup> confirmation email will be sent when your student has been placed in their class and your payment account will be charged.

*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.*

