

## Setting up your Account Profile

The New Prague Public School District 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

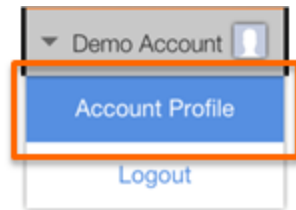
1. Access the new site by browsing to: <https://npaschools.feepay.com>
2. Select **Sign Up** (top, right corner). *If your email address is recognized as a previously registered FeePay user, please use the Forgot Password link to receive an emailed link to create a password.*
3. Complete the Register a New Account Form and select **Create Account**.

**Verify Your Email Address**

NOTE: An email will be sent from FeePay with a link to verify your account. Use the button on that email to verify your account.

### Add Family Members and Emergency Contacts to your Account Profile

1. If you are not already on the website, browse to <https://npaschools.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.
3. Use the **Add** button to add all family members in order to facilitate upcoming registrations in the system. 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



**Create Person**

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

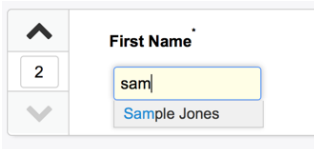
School District\*

New Prague Area Schools

Identification Number\*

**Emergency Contacts**

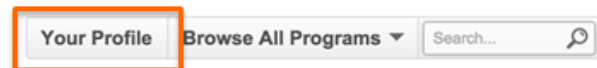
Use the **Emergency Contacts** button to add emergency contacts for children on your profile. In order to prevent creating duplicate users in the system, when adding an Emergency contact already attached to your profile, select from list of already existing users as you type. Use the COPY EMERGENCY CONTACTS to copy contacts from child to child.



Pick A Child ▾

**Copy Emergency Contacts**

5. After you have finished setting up your family, select the **Community Education** link in the upper left area of the screen and select the YOUR PROFILE tab.



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.