

## Creating/Updating a FeePay Account

FeePay is a simple, secure website that allows parents to register and pay for items involving their child's school and activities, including device protection, graduation, athletics, activities, testing, parking, field trips and transcripts.

FeePay works in partnership with Eleyo, which is the tool many families use to register for Community Education programming including aquatics, gymnastics, Kids Club and middle school sports among others.

**IMPORTANT:** If you have an account through Eleyo (Community Education), you will use the same login information for FeePay. However, you will need to connect your child's student ID number to their account to see their school payment options.

Following the steps below, you can create a new account or update an existing account. During this process, you will need your child's Student ID number. If you do not know this number, please see step 8.

If you have questions, please contact [feepay@sowashco.org](mailto:feepay@sowashco.org).

1. Go to <https://sowashco.feepay.com>
2. Select the picture on the right labeled **"Click here to pay school & activities fees."**



Choose an option below to get started

**Click here  
for Community  
Education**

- Adult Classes and Activities
- Aquatics/Swimming
- Early Childhood Screening
- Early Learning
- Facilities
- Family Events
- Gymnastics
- Kids Club
- Middle School Sports
- Preschool
- Senior Classes and Activities
- Youth Classes and Activities

**Click here  
to pay school &  
activities fees**

- Device Protection (insurance)
- Graduation
- High School Activities
- High School Athletics
- IB & PSAT Tests
- Parking Passes
- School Field Trips
- Transcripts

3. Sign in using your preferred method (*Existing FeePay or Eleyo/Community Education account, Facebook, Google*). To create a new account, select “create one now” at the bottom of the window.



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South Washington County Schools

### Sign In

 Sign In with Facebook

 Sign In with Google

OR

**Email Address**

Next

Don't have an account? [Create one now](#)

4. If you are creating a new account, you will need to complete the following information before selecting, **“create account”** at the bottom of the page. If you have an account, skip to the next step.

Community Education School & Activities Fees

## Register a New Account

Please provide your personal information. You will be able to enter your family members after you finish setting up your account.

### 1 Account Info

**Email Address(used for logging in)**

**New Password**

**New Password Confirmation**

### 2 Your Info

**First Name**  **Middle Name**  **Last Name**

**Birth Date**

### 3 Helpful Info

**Gender**  
 Female  
 Male

**Nickname**

**What is your race?** ⓘ  
 Prefer to not specify  
 African American  
 American Indian or Alaska Native  
 Asian  
 Native Hawaiian or Pacific Islander

**Are you Hispanic or Latino?**  
 Yes  
 No

**Receive our Marketing Emails?**  
 Yes  
 No

5. Once you are signed into your account, a pop-up will appear. By selecting **“Yes, I would like to receive free/reduced pricing on Activities”** you are agreeing that ***if you qualify*** for these benefits, pricing will be adjusted appropriately for school related fees.

Once you have made your selection, type your name and click **“Submit.”**

*\*This pop-up will appear until you make a selection. If you do not see the pop-up, you have already made your selection.*

The screenshot shows the FeePay website interface. At the top, there are navigation links for 'Activities', 'Sign-Up', and 'Enrollment History'. The FeePay logo and a school district logo (number 83) are visible in the top right. A yellow warning banner at the top states: 'In order to use FeePay Activities, your Account Profile must include relationships with valid school district identification numbers (e.g.: Staff ID, Student ID, etc...). To continue, please add/modify your Account Profile relationships to include valid school district identification numbers.' Below this, a 'Free Reduced Notification Option' pop-up is displayed. The pop-up has a title 'Response Required' and contains the following text: 'If you are currently eligible to receive free or reduced priced meals, you are also eligible for price adjusted fees on some other activities and services offered by the district. Examples would be athletics, fine arts, academics, transportation, etc. Would you like to take advantage of these additional benefits when applicable?'. There are two radio button options: 'Yes, I would like to receive free/reduced pricing on Activities' and 'No, thanks'. Below the options is a signature section titled 'Parent/Guardian Signature Please sign below...' with a text input field for 'Enter Full Name:'. It also displays 'Date Signed: 6/19/2019' and 'IP Address: 10.95.0.10'. A green 'Submit' button is at the bottom of the pop-up. In the background, there is a 'Missing a Family Member' section and a 'Privacy Policy | Help' link.

6. Next, add students to the account by managing family members/relationships.

The screenshot shows the top navigation bar with 'Community Education' and 'School & Activities Fees' tabs, and a user profile for 'Jane Doe'. Below the navigation, the 'Activities' section is active, with 'Sign-Up' and 'Enrollment History' buttons. A yellow warning box contains the following text: **⚠ In order to use FeePay Activities, your Account Profile must include relationships with valid school district identification numbers (e.g.: Staff ID, Student ID, etc...). To continue, please add/modify your Account Profile relationships to include valid school district identification numbers.** Below the warning is a button labeled 'Manage Family Members / Relationships'. A section titled 'Missing a Family Member or Activity?' provides instructions: 'In order for FeePay to know what activities are available for each individual, a District Identifier (Student ID or Staff ID) needs to be saved on each relationship. District Identifiers can be added to a relationship under the [Account Profile](#) page. If you have questions, there is some helpful information on our [help page](#).' The bottom of the page features the FeePay logo and links for 'Privacy Policy' and 'Help'.

7. If your students appear on this page, skip to step 9. If not, select the green button at the bottom of the page that says “+ Add Family Member/Relationship” to add a family member.

Community Education School & Activities Fees Jane Doe

Jane Doe

FeePay

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Account Management

- + Add a Relationship
- Change Password
- Send Verification Email
- Explore
- Logout

Jane Doe  
You 01/01/1980

Add District ID Edit

+ Add Family Member / Relationship

8. Enter your child's information. When you are finished, select "Create Person."

Community Education School & Activities Fees Jane Doe

### Add a New Person

**1 Relation**

How is this person related to you?

Do you live in the same household?

Yes

No

**2 Their Info**

First Name  Middle Name  Last Name

Birth Date

Grade  Fall of 2019 (current)

**3 Helpful Info**

Gender

Female

Male

What is their race?

Prefer to not specify

African American

American Indian or Alaska Native

Asian

Native Hawaiian or Pacific Islander

Other

White

Nickname

Are they Hispanic or Latino?

Yes

No

Receive our Marketing Emails?

Yes

No

9. Once you have added a student to the account, you will need to add their District (Student) ID number. If you know your child's student ID number skip to the next step. Otherwise, you will need to look up your child's student ID number on Parent Portal. To do this, keep the FeePay window open and open a new window to sign on to the Parent Portal at <https://campus.district833.org/>. Once you have signed in, your child's student number can be found in the top left corner, under your student's name.



**Josh Doe**  
18-19 Armstrong Elementary  
Student Number: 224202  
Grade: 04

Welcome Josh Doe

Try the new Campus Student
Sign Out



**Josh**

- Calendar
- Schedule >
- Responsive Schedule >
- Attendance >
- Health >
- Reports >
- Demographics >
- Bus Routes >
- Student Credentials >
- Family**
- Messages >
- Household Information >
- Family Members >
- User Account**
- Account Settings >
- Access Log >
- Notification Settings >
- Standards Based Instruction

**July 2019**

Attendance Event(s)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	01	02	03	04	05	06
07	08	09	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

10. To add the District (Student) ID number on FeePay, select “Add District ID” for each child.

The screenshot displays the FeePay account management interface. At the top, there is a navigation bar with 'Community Education' and 'School & Activities Fees' tabs, and a user profile for 'Jane Doe'. Below the navigation bar, the user's name 'Jane Doe' is shown next to a profile picture. To the right, the 'FeePay' logo and the '83' logo are visible. The main content area is divided into two sections. On the left, there is an 'Account Management' sidebar with buttons for 'Add a Relationship', 'Change Password', 'Send Verification Email', 'Explore', and 'Logout'. On the right, there is a list of family members. Each entry includes a profile picture, the name, the relationship, and the date of birth. Below each entry are buttons for 'Add District ID', 'Edit', and 'Remove'. The first entry is 'Jane Doe' (You) with a birth date of 01/01/1980. The second entry is 'Josh Doe' (Your child) with a birth date of 09/01/2010 and a 'Lives with you' status. The third entry is 'John Doe' (Your spouse) with a birth date of 01/01/1980 and a 'Lives with you' status. At the bottom right of the list, there is a green button labeled '+ Add Family Member / Relationship'.

11. Enter the Student ID number in the section that says, “Identification Number” and select “**update District IDs**” at the bottom of the page.

The screenshot shows a web application interface for managing district IDs. At the top, there is a blue navigation bar with a home icon, the text 'Community Education School & Activities Fees', the user name 'Jane Doe', and a shopping cart icon. The main content area is titled 'Josh Doe District IDs'. Below the title is a section labeled 'District IDs'. Inside this section, there is a form with two input fields: 'School District' (a dropdown menu showing 'South Washington County School District') and 'Identification Number' (an empty text box). To the right of the 'Identification Number' field is a 'Remove' link. Below the form is a link that says '+ Add another district provided identification number'. At the bottom of the form is a blue button labeled 'Update District IDs' followed by the text 'or cancel'.

12. With your child’s account created and the District (Student) ID added, each student will be listed with options available to them under the “School & Activities Fees” section found on the top navigation bar.