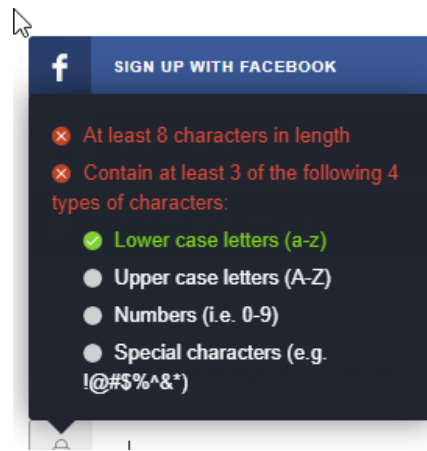
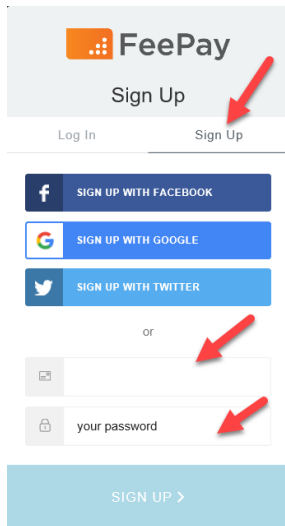




Creating a NEW Parent FeePay Account

Following are the steps parents should follow to create a new account directly with FeePay. Once this account is created, parents can next link their child(ren) to this account.

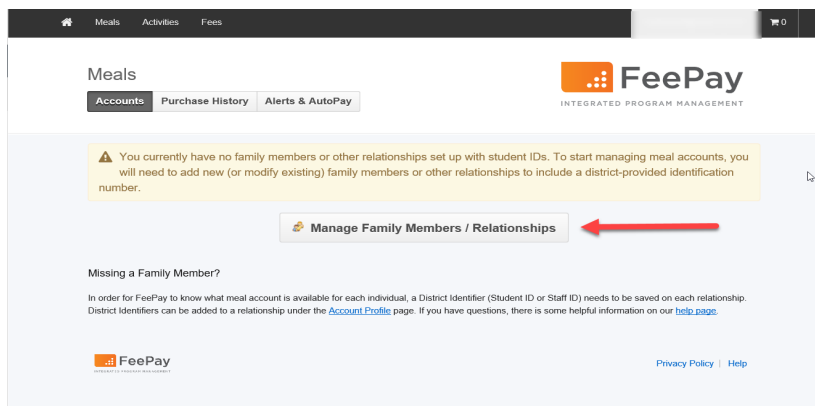
1. Go to www.sowashco.org/feepay and click on sign in here. Click on Sign-Up, then choose the desired method to access FeePay going forward using either your Facebook, Google, or create a new FeePay account. For the OR option below, be sure to enter your email address and a create a password, following the password requirements.



You will be prompted with instructions for the password as above.

This will create your account and log you into the FeePay system.

2. Click Manage Family Members /Relationships button



3. Use the blue **Edit** button to edit your name and the red **Change email** button to change your email if needed.



First name Last name

Edit

User details

Change email

Add a Relationship

4. Click the green **Add a Relationship** button to add your students to the account and complete the form. You must enter your Student's First Name, Last Name, Birth date, School, and Identification Number. Then click the red **Verify Family Member** to verify the information. Then click **Save** at the bottom of the screen.

Add new family member

Relation

Person Information

First name* Middle name Last name*

School District Information

Birth date

School

Grade

2019 (current)

Identification Number

Contact Information

Address

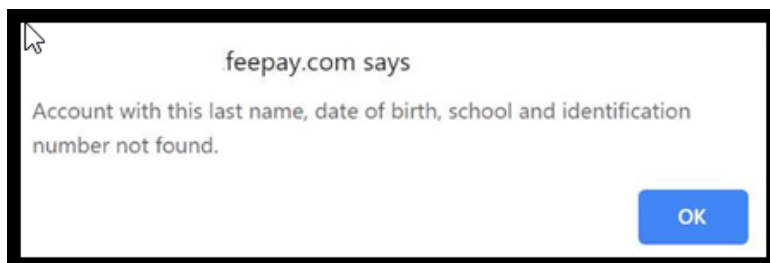
Verify Family Member

Text boxes with the star are required:

Email Address(used for logging in)

Email Address(used for logging in)

If you receive this error message below, please verify the First Name, Last Name, Birthdate, and Identification Number with your student's school to be sure everything matches.



5. Repeat for each child. Once completed, you will see each child listed on the main page.

6. You are now ready to make purchases for the desired area by clicking on one of the icons in the upper-left corner.

