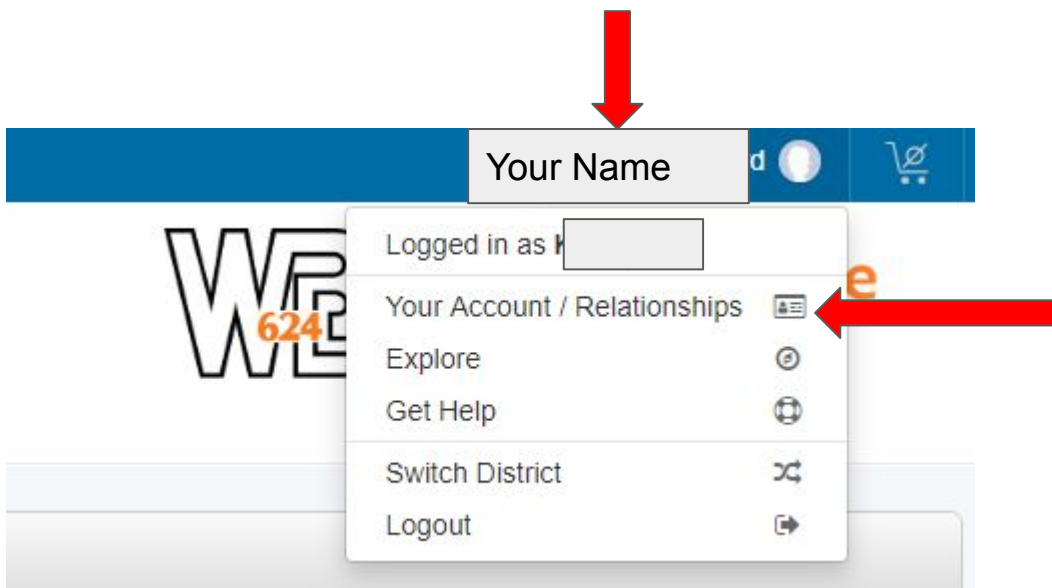# FeePay How-To
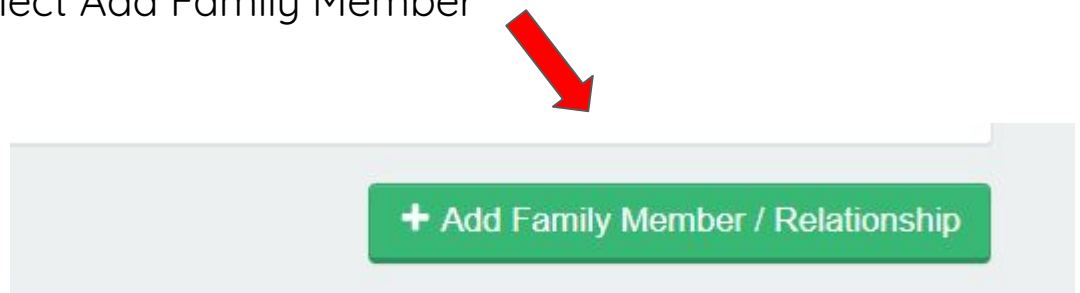
Log on to: www.whitebear.feepay.com
Create a user name and password

Once logged on go to the drop down by your name.
Select Your Account/Relationships

Select Add Family Member

Fill out all of the information under Add a New Person

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

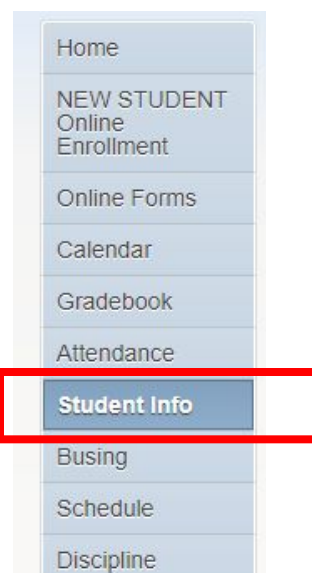Last Name

Birth Date

mm/dd/yyyy

Grade ❓

Fall of 2018 (current) ▾

Once that is complete click save.

Select Edit District ID under your students name.

| Edit District ID | Edit | Remove |

The district ID can be found on skyward under Student Info (A.) and then under the student photo (B.).

A.

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B. Student photo

Gender: |

Language: |

Other ID: !