



## Setting up your account profile

Our District is transitioning to a new online registration system. This system is connected to the administrative scheduling and payments software so that any requests or payments made online will instantly show up at our administrative offices.

### Create your Account Profile

1. Access the new site by browsing to: <https://mcpasd.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**.
4. Log in using your email address and password.

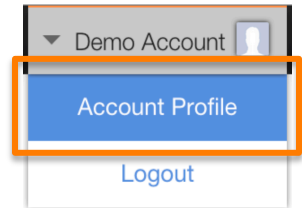
NOTE: An email will be sent from FeePay with a link to verify your account. Use the

**Verify Your Email Address**

button on that email to verify your account.

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

1. Browse to <https://mcpasd.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 family members in order to facilitate upcoming registrations in the system. Please add all family members in anticipation of future registrations within the FeePay system.
4. When adding a child to your profile, please add each child's Student ID within the District Information section before you SAVE PERSON.



**Note: If your child is already in the system, please add a Student ID by using the EDIT button by their name in your profile.**

#### 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

Middleton-Cross Plains School District

Identification Number

TIP: Use the **Emergency Contacts** button to add emergency contacts for children on your profile.

You have completed the Profile set-up process and are ready for future online registrations in our new system!

*We are very excited to utilize the new system. Please keep an eye out for upcoming communications from us as we continue rolling out features of the system.*

