MySchoolFees by TES Software

MySchoolFees.com V4 - First Time User's Quick Start Manual

1. In the address bar on your browser type in https://secure4.myschoolfees.com and press the enter key
2. If you have registered already then enter your Email and Password and click the Log-In button.
   a. If you have not registered before, then click the Create new account link above the Sign-In area. You may try clicking Continue as guest as some schools allow guest checkout, but we recommend creating an account to help you keep track of your order history through the site.
   b. Enter your Email address, enter a password you would like to use and enter it again in the Confirm password field. Then click Register.
3. Now that you are signed in, you will be taken to the Dashboard. In the upper left of the window you will see two tabs – Student Items and Public Items.
   a. On the Student Items tab, in the upper right of the window you will see a box that says, "To add a student: *Start Typing School Name…"* Start typing the name of your school and you should see it in the drop-down list.
   b. Click on your school or hit enter and you will see a box for Student ID. Enter your student's id here and click the Add button.
   c. You will get a confirmation box to see if that is the student you wish to add. Click Yes if the information is correct.
   d. You should now see your student on the left of the window. You can click Add Photo to upload a picture of them (this is for your purposes only – helpful if you have multiple students to add).
4. On the Public Items tab, in the upper right of the window you will see a box that says, "To add a school: *Start Typing School Name…"* Start typing the name of your school and you should see it in the drop-down list. If you added a student first, their school should automatically show there, so you don't need to add it again.
5. Click Show fees under your student's name on the Student Items tab or under your school name on the Public Items tab to view the fee categories available.
   a. Click the fee category you wish and fees in that category will show next to it. Click the Add to Cart button and you will be prompted to Continue Shopping or Checkout.
6. On checkout, you will be given a summary with accepted payment types and will need to enter your billing name, address, and phone.
   a. You will be prompted for who the fee is for and any comment you have for any public (school) items in your cart.
   b. You may also be sent to fill out any forms attached to items or select reserved spots or seating for parking or events.