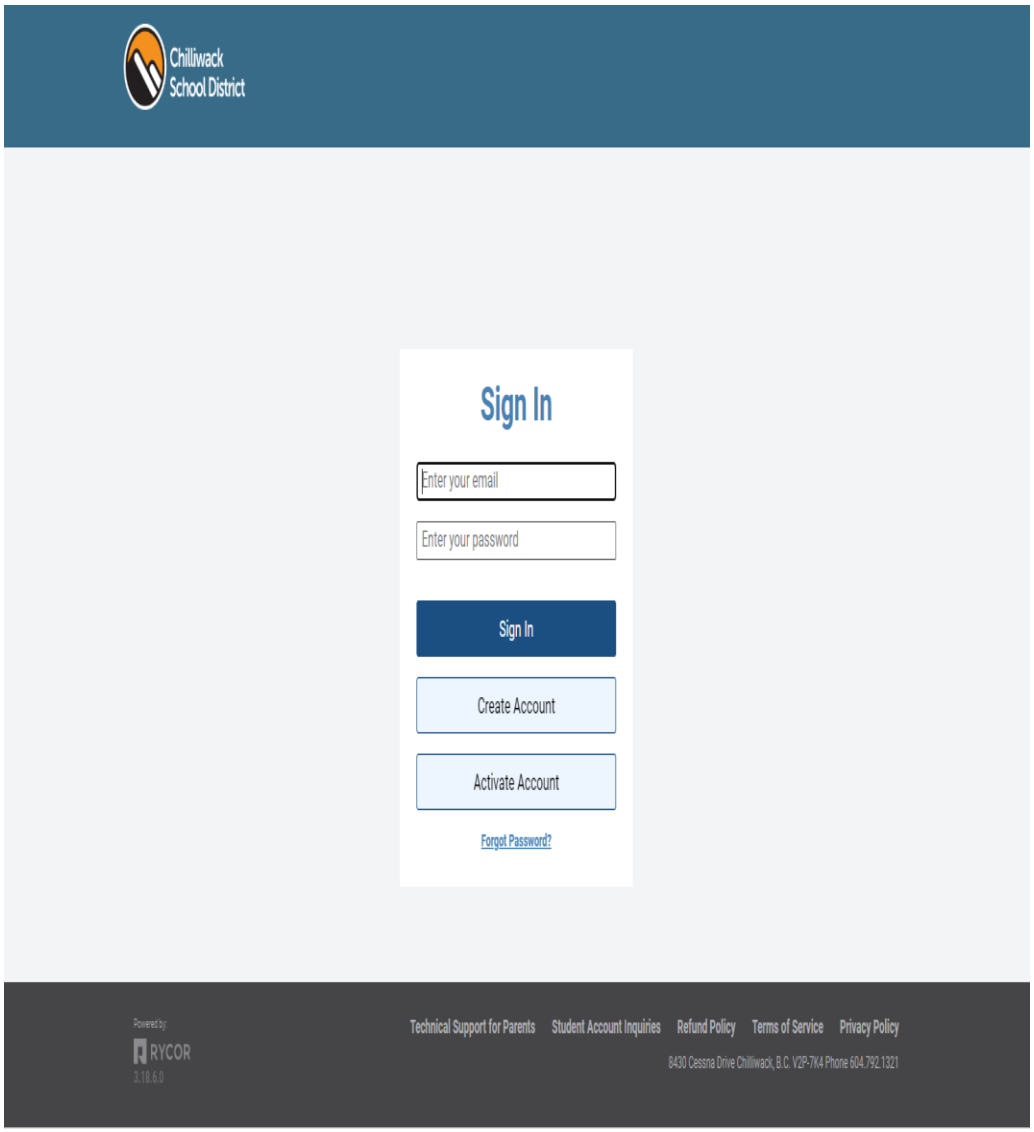
ONLINE PAYMENT ACCOUNT CREATION INSTRUCTIONS

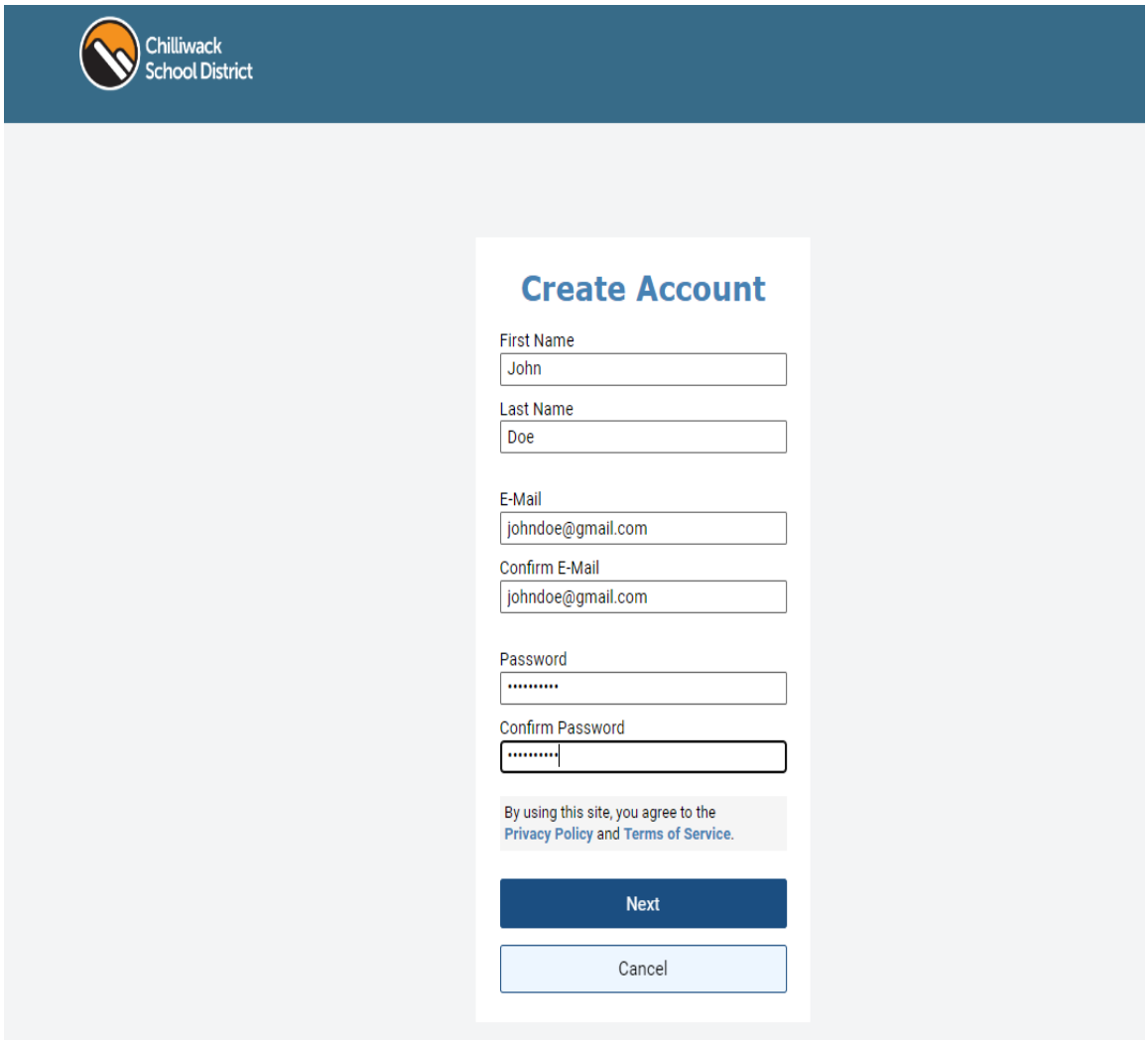
Create a New Parent Account



From the Student QuickPay Home Page

1. Click on the **Create Account** button.

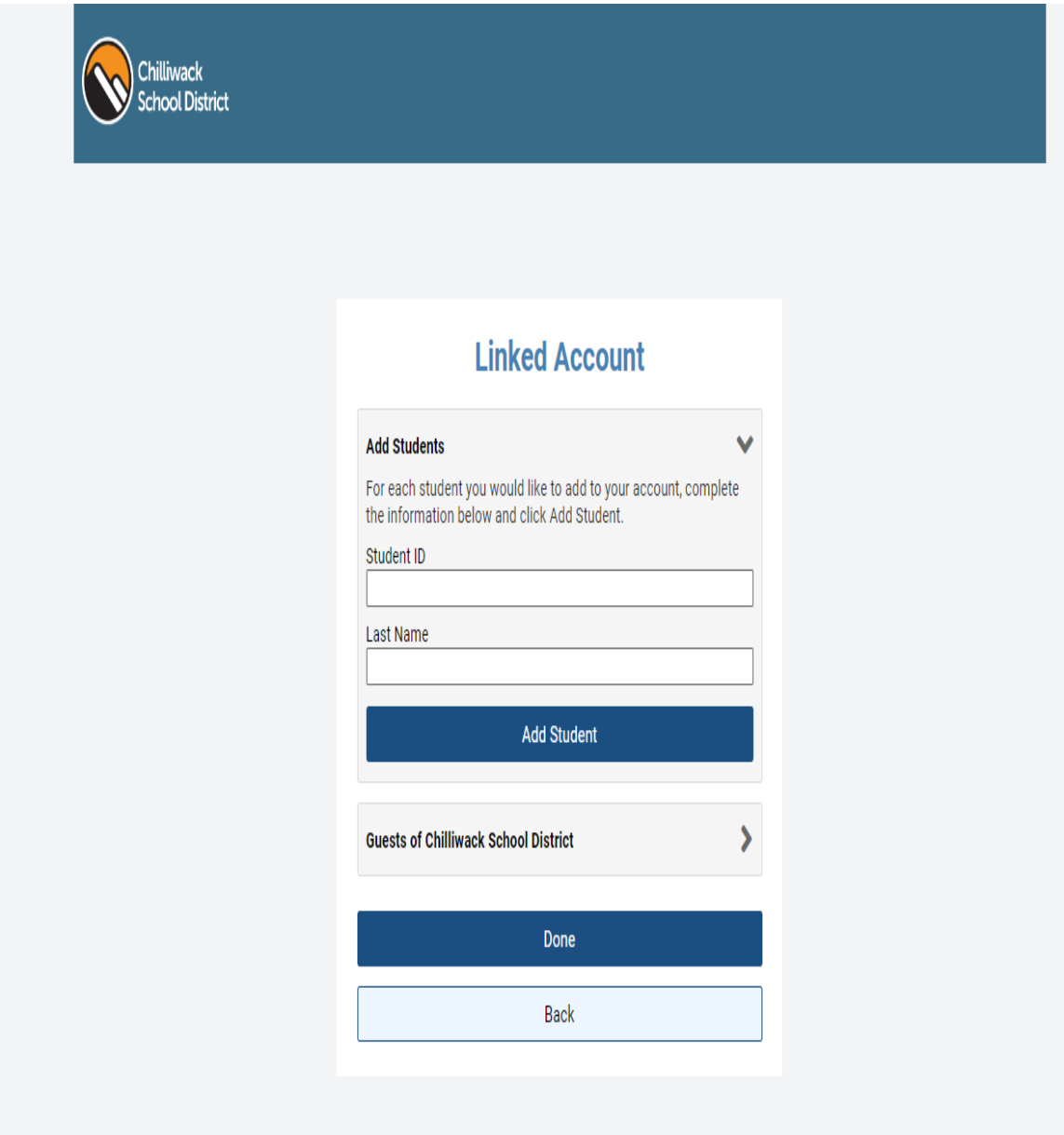
Create Account Information



From the Create Account Window:

1. Enter your (the parent's) **First Name** and **Last Name**.
2. Enter and confirm you **E-Mail** address and select and confirm a **Password**.
3. Click **Next**.

Sign Up - Add Students



From the Linked Account Page:

1. Click **Add Students** dropdown arrow
2. Type in the **Student ID** and **Last Name**.
3. Click **Add Student** (if you wish to add multiple students repeat these steps).
4. Click **Done** when finished.