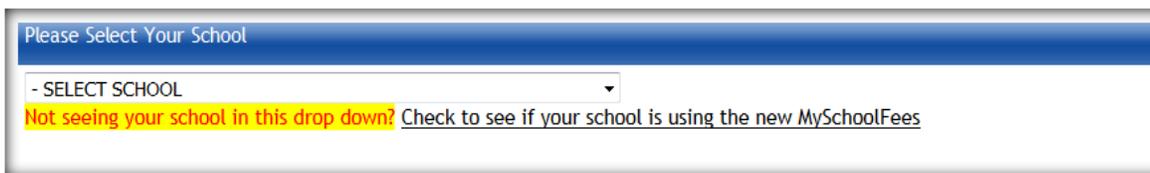


Sparkman 9th Grade ONLINE PAYMENT INSTRUCTIONS for MySchoolFees.com

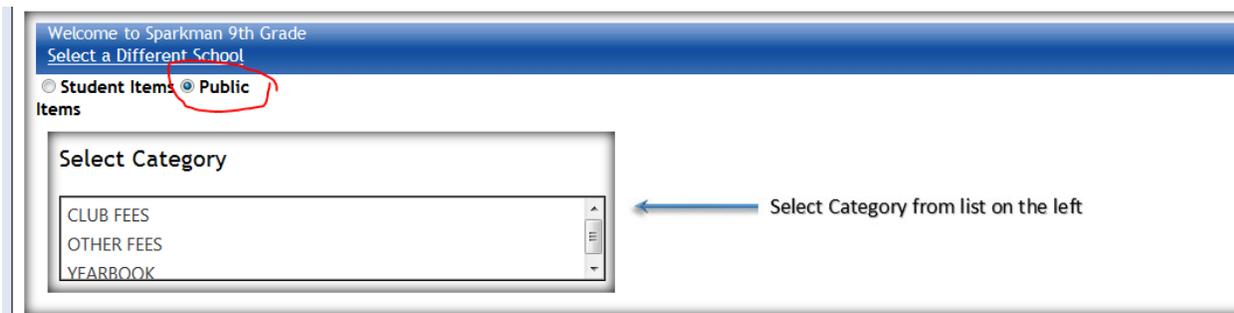
First Time User's Quick Start Manual

Please keep in mind some fees are paid at the Sparkman High and others here at Sparkman 9. Only the fees listed within the "website category" are those that can be paid at S9.

1. In the address bar (not search bar) on your browser type in <http://www.myschoolfees.com> and press the enter key or click here... https://secure2.myschoolfees.com/start_v2.aspx
2. You may pay one of two ways. As a guest or you may register and set up an account (The Guest login is at the bottom of the web page)
3. If you choose Register, complete the following steps, otherwise go to # 4.
 - a. Click the Register button.
 - b. Fill out the registration form. Make sure to use your card's billing address. Do not put the student information in here.
 - c. If nothing happens when you hit the Submit button, please look to make sure everything was entered correctly.



4. Select ALABAMA > MADISON COUNTY > SPARKMAN 9 or SPARKMAN HIGH (School that you wish to pay for activities or fees)
5. Click "Public Items"



6. Select the items you would like to purchase and add them to your cart.
7. Click the 'Checkout' button
 - a. **If you have chosen more than one item**, click either 'All Public Items go to the same recipient' or 'These Public Items need to be assigned to several recipients'. The last choice indicates you want your purchases delivered to people other than yourself.

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8. Enter your name and in the COMMENTS SECTION please indicate the name of your child.

Click 'Submit and Continue'

Tell us who will own this Public Fee

Student Name	Fee Type	Fee	Price
PUBLIC FEE	YEARBOOK	YEARBOOK PURCHASE	\$45.00

Name of person item is for

Comment

Enter Inquiries: info@myschoolfees.com | Support - Request Support | Version: 8/25/2012

9. If applicable, you will now choose the attributes. (sizes, etc)

10. Click 'Continue to Check-out'

12. This is the total summary page, if there is a problems then click the 'Cancel' button and start your purchase over.

15. Click 'Check Out'

16. Enter your payment information and click the 'Pay Fees button. '

17. You're finished. You can print a copy of your receipt from the Transaction Successful page. You will also receive an email receipt with your transaction details.

If you have any questions you can email Mrs. Holderman at Bholderman@mcssk12.org or call the S9 office at 256-851-4560.