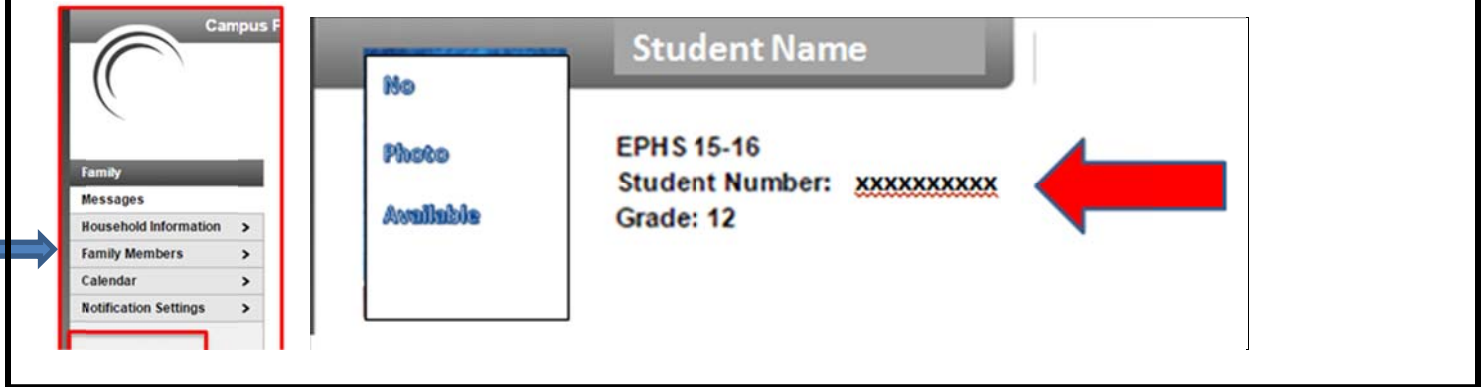


# Creating a Parent Account for Activities/Transportation FeePay

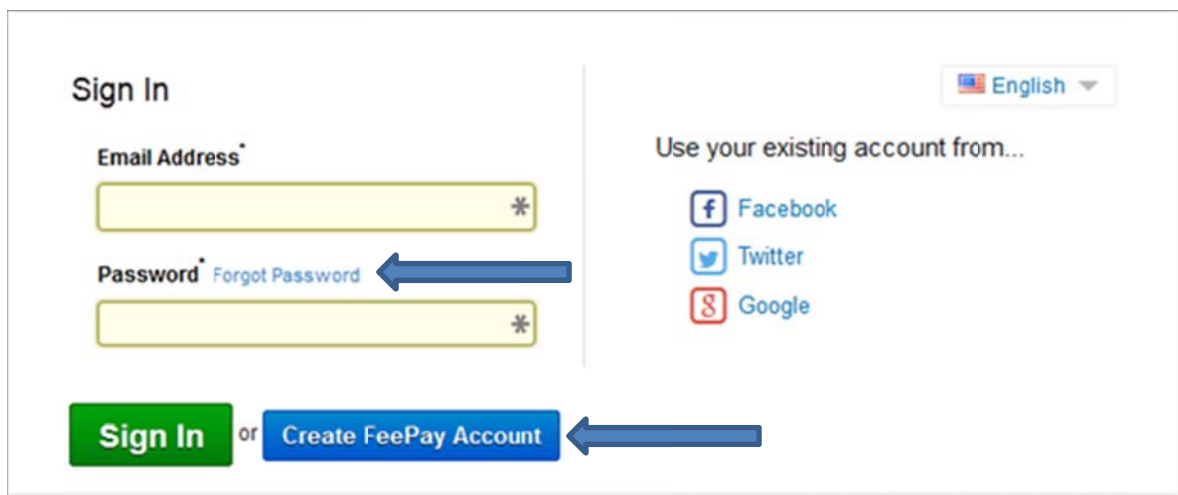
Follow the below steps to create a secure FeePay account to register your student(s) for activities or pay transportation fees. (Due to vendor requirements, parents are required to create a FeePay username and password – separate from their Parent Portal login- in order to register and pay for transportation and student activities.) If you previously had a Fee Pay Account, click on **“forgot password”** on the log-in screen to receive new credentials.

*Note: In order to set-up your student within your FeePay account, you will need your child’s District Student ID number, which can be found on the parent portal. If you do not know your login information, please call the Parent Helpdesk at 952-975-7094.*



## Fee Pay Login Set-up:

1. Access Fee Pay through the “Activities FeePay” link in the **Parent Portal** or go directly to the [Eden Prairie FeePay website](#). (Note: Although you can access the link from the portal, Fee Pay is a separate system and is not connected to your Parent Portal Account.)
  - If you already have a fee pay account, click **“Forgot Password”** to receive new credentials.
  - If you are new to Fee Pay, click on **“Create Fee Pay Account”**



2. Complete the **Register a New Account Form** and then select **“Create Account”** at the bottom of the screen. **Enter YOUR name and contact information (not your child’s).** Yellow fields are required.

**Register a New Account**

**i** This is your personal information. You will be able to enter your family members after you register.

**First Name**  **Middle Name**  **Last Name**

**Birth Date** (mm/dd/yyyy)  **Gender**

**What Is Your Race?**  **Are You Hispanic Or Latino?**  Yes  No

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**Account Information**

**Email Address** (used for logging in)

**New Password**  **New Password Again**

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**Contact Information**

**Home Address** **Phone Numbers** (at least one is required)

**Line 1**  **Cell**

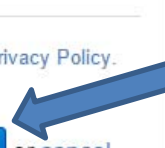
**Line 2**  **Can Receive Text Messages**  Yes  No

**City**  **Home**  **Work**

**State**  **Zip**

By submitting this form and creating an account you agree that you have read and agree to the [Privacy Policy](#).

**Create Account** or cancel



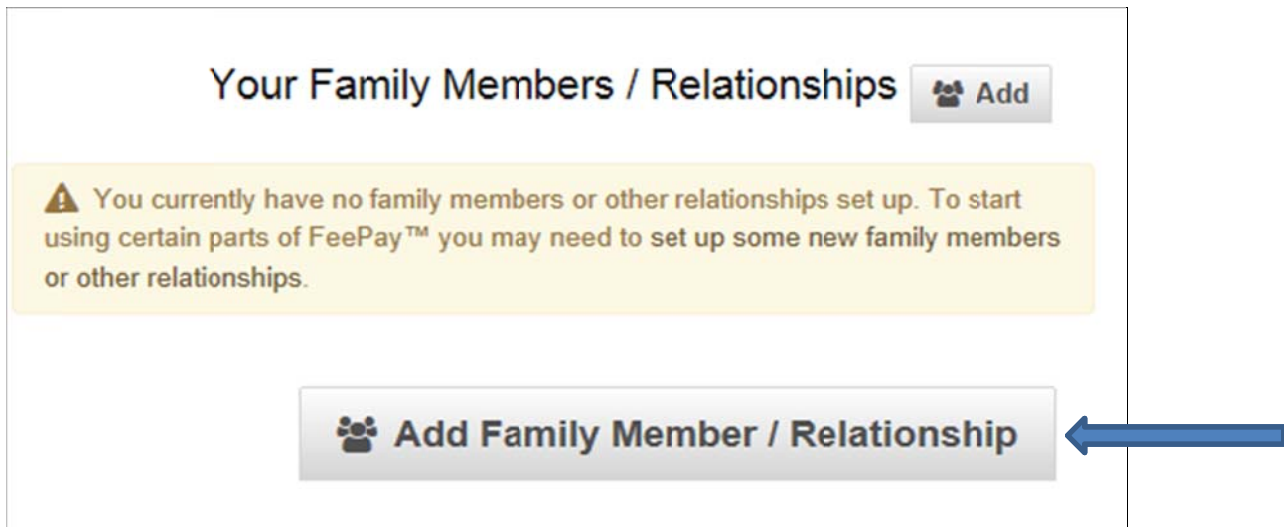
3. You will receive a confirmation email that will ask you to verify your email and you may then begin to register your students.

## Add Family Members for Registrations:

1. Add children and other family members by accessing your Account Profile. (Select your name in the upper, right corner and select Account Profile.)



2. Choose Add Family Member/Relationship:



4. Complete the "Add a New Person" page. All yellow fields must be filled in. When adding your children with their District ID, select *Yes, They Have a District ID* and complete the ID number field. (The Identification Number is their Student Number which can be found on the Parent Portal). The student ID Number and the student's last name identify them in the system.

A screenshot of a form titled "District Information". It contains a question: "Does This Person Have A District Provided Identification Number (Staff ID, Student ID, Etc.)?" with two radio button options: "Yes, They Have A District ID" (selected) and "No, They Do Not Have A District ID". Below the question are two fields: "School District" with a dropdown menu showing "Eden Prairie Public School District" and "Identification Number" with a text input field containing "123456". Blue arrows point to the "Yes" radio button and the "Identification Number" field.

5. Select "Create Person"

6. Repeat this process for each student you wish to enroll in an activity or that need to pay a fee.

7. After you've added your students to the account, return to the activities Home Page to login with your new account information. <https://edenprairie.activities.feepay.com/>