

FEEPAY FOR STUDENT MEAL ACCOUNTS

Create a FeePay Account

1. Using an internet browser, go to <https://isd191.feePAY.com>.
2. Click on Meal Accounts. Select Create Account.

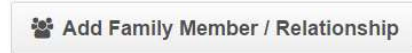
3. Fill in required information and select Create Account.
 - a. First and Last name
 - b. Email Address (will be your user name)
 - c. Password
 - d. Address
 - e. Phone

Add Students


1. Click on “Manage Family Members / Relationships”



2. Click on “Add Family Member / Relationship”



3. Enter the required information

- a. In the “How Is This Person Related To You?” use the drop down to select the correct relationship.
- b. Enter their First Name and Last Name.
- c. Select “Yes, They Have A District ID” under the “District Information” section.
- d. If you have the Student ID select “Yes, They Have A District ID”. In the “Identification Number” field, enter the student's district ID number.
 - i. If the Student ID is not recognized, click the  in the upper corner to request help from Feepay.
- e. If you do not have the Student ID select “No, They Do Not Have A District ID”.
- f. Select “Create Person”

Add a New Person

How Is This Person Related To You?
They are my

Do You Live In The Same Household?
 Yes No

General Information

First Name Middle Name Last Name

Birth Date (mm/dd/yyyy) Gender

Grade School Year

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 Identification Number

Contact Information

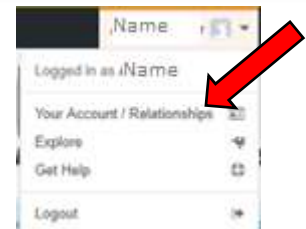
Email Addresses

Phone Numbers

Addresses

or cancel

4. To add another student, click on your name at the top and select "Your Account/Relationships."



5. Select "Add" next to "Your Family Members / Relationships" and follow the process again starting at Step 3.



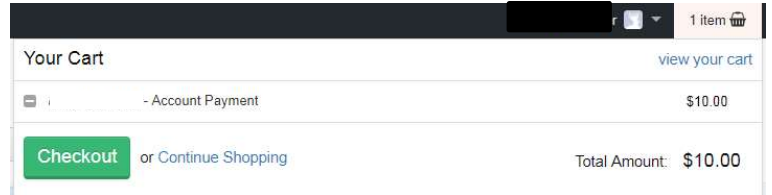
Make a Payment

1. To the right of your student’s name, click the green button to “Add Amount”.



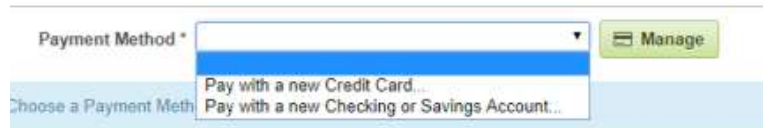
2. Enter the amount you would like to add and click "Add Amount".

3. The amount will go into your "Cart".



4. Select "Continue Shopping" to add a payment to another account or "Checkout" to complete the payment.

5. At Checkout click the drop down and select the payment type.

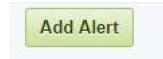


6. Select the desired type and follow the prompts and then select "Process Payment".

Set an Email Alert

1. When in the Meals area click "Alerts and AutoPay"

2. Click "Add Alert".



3. If you have multiple students select the account you would like to apply the alert to.
4. Enter the account amount you'd like to receive the alert at and the desired email address.
5. Click "Create Alert".
6. You can remove or edit an alert at any time by going to the "Alerts and AutoPay" tab.

Additions, deletions or changes to this procedure will be brought to the attention of the Food Service Director.