

We participate in an online program that provides a convenient way for you to make school-related payments for field trips, supplemental materials, donations, fundraisers, lost library books, and such. We would like to encourage you to use www.myschoolfees.com in which you will be able to print confirmation of payment. The procedures for paying online are as follows:

NEW USER:

1. Go to www.myschoolfees.com
2. Create a new user account. You will need a valid email and password.
3. Select State – Alabama.
4. Select Hoover.
5. Select South Shades Crest School.
6. Under Student Payment: Click “Add Student to Your Account”.
7. Enter 10-digit Student ID# (see your letter from the District regarding online registration).
8. Select Category to Pay (i.e., Registration, Field Trip, Etc.).
9. Add to Cart.
10. Continue to checkout.
11. Proceed to checkout and choose method of payment. There is a 3% convenience fee charged for using a credit card, and the minimum convenience fee is \$1.00. Visa is NOT ACCEPTED. There is NO FEE for using a check. Many people prefer to pay by check because it is free.
12. Make payment and print your confirmation. Please keep this printed receipt for your records.

RETURNING USER:

1. Go to www.myschoolfees.com
2. Enter your email address.
3. Enter your password.
4. Select sign in.
5. Select State – Alabama.
6. Select Hoover.
7. Select South Shades Crest School.
8. Select child’s name.
9. Select Category to Pay (i.e., Registration, Field Trip, Etc.).
10. Add to Cart.
11. Continue to checkout and choose method of payment.
12. Proceed to checkout and choose method of payment. There is a 3% convenience fee charged for using a credit card, and the minimum convenience fee is \$1.00. Visa is NOT ACCEPTED. There is NO FEE for using a check. Many people prefer to pay by check because it is free.
13. Make payment and print your confirmation. Please keep this printed receipt for your records.

THANK YOU FOR YOUR SUPPORT!

****NOTE: HCBOE has contracted with Nexcheck for the collection of returned checks. Counter or starter checks will not be accepted. Your name, address, and phone number should be included on the check. When writing a check, you agree that if the check is returned it may be re-presented electronically on the same account, and that a \$30 fee established by law, may be debited from the same account. If the check and fee are not collected electronically, then Nexcheck will contact the check writer by mail and telephone to make payment arrangements which are made directly to Nexcheck, PO Box 19688,***

Birmingham, AL 35219. For a convenience fee, payments of both check and fee may be made electronically at www.nexcheck.com or over the phone (800-639-2435) using a credit card, debit card, or electronic check.