



# CIRCLE OF FRIENDS PRESCHOOL

## Registration Instructions

### New User - Set up an account

#### New FeePay User Login Set-up:

1. Access the registration site by going to: <http://priorlake-savage.feepay.com>
2. Select **Sign Up** (upper, right corner).
3. Complete the *Register a New Account Form* and select **Create Account**.
4. Log in using your email address and password. An email will be sent from FeePay with a link to verify your account.
5. Once logged in, click on the Circle of Friends tab.
6. After you have finished setting up your account, follow the instructions below to register for preschool.

**You have completed the Account Set-Up process and are ready for future online registrations!**

### Register for Circle of Friends Preschool

Please allow a ½ hour of interrupted time to complete the online registration as there are several questions asked during the process. Any interruption in connection during the online registration will result in lost answers and you will be required to repeat the questionnaire from the beginning.

#### Register for Circle of Friends Preschool

1. Access the registration site by going to: <http://priorlake-savage.feepay.com>
2. Select **Sign Up** (upper, right corner).
3. Enter the email address and password used to create your account (see the other side of this sheet if you have not already set up your account).
4. Select the Circle of Friends tile and click **Enroll Now**
5. Select the Attending Child you plan to register for preschool and Start Registering.
6. 3 Emergency Contacts must be entered. Once added click Verify Contact/Pickups and Continue
7. The system will now walk you through the registration process, question by question.
8. Repeat this process for any additional children you wish to register in our Circle of Friends Preschool Program.

**Thank you for your interest in the Circle of Friends Preschool Program!**