




Setting up your Family Profile

Deer Valley Developmental Preschool Program is transitioning to a new online payment and account management system. This sheet will walk you through the process for setting up your login and your family profile. We encourage you to add all members of your household and add emergency contacts for your children in anticipation of future registrations within the system. NOTE: If you have previously created a profile for Before & After School or Community Ed Enrichment programs, please login and confirm your preschool student(s) are included in your family profile.




Create your Profile

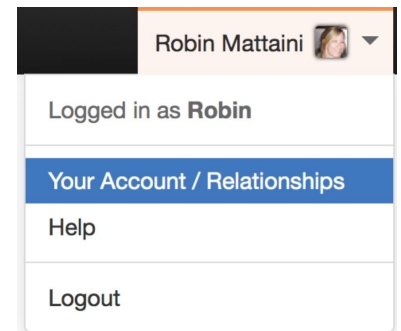
1. Access the new site by browsing to: <https://deervalley.ce.feepay.com>
2. Select  (top, right corner). *If your email address is recognized as a previously registered user, please use the Forgot Password link to receive an emailed link to create a password.*
3. Complete the *Register a New Account Form* and select .
4. After you have finished setting up your profile, select the  link in the upper left area of the screen and select the **YOUR PROFILE** tab. This will populate your contact information within our Community Education system.
-or-
Continue to Step 3 in Add Family Members and Emergency Contacts (below).




NOTE: An email will be sent from the system with a link to verify your account. Use the



Add Family Members and Emergency Contacts to your Account Profile


1. If you are not already on the website, browse to <https://deervalley.ce.feepay.com> and login with your email address and password by selecting the Log In button .
2. Select your name in the top, right corner of the screen and select Account Profile.
3. Use the  button to add all family members in order to facilitate upcoming registrations in the system. When adding a grade for a Pre-K student, select Kindergarten and the year the child will be entering Kindergarten (you may edit this at a later date if needed).
4. Select the  button.

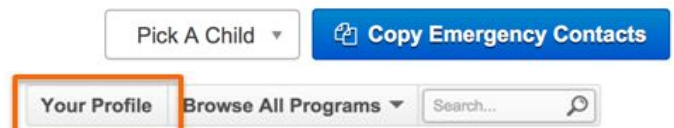


3. Use the  button to add all family members in order to facilitate upcoming registrations in the system. When adding a grade for a Pre-K student, select Kindergarten and the year the child will be entering Kindergarten (you may edit this at a later date if needed).
 4. Select the  button.
- Use the  button to add emergency contacts for children on your profile. In order to prevent creating duplicate users in the system, when adding an Emergency contact already attached to your profile, select from list of already existing users as you type. Use the COPY EMERGENCY CONTACTS to copy contacts from child to child.





5. After you have finished setting up your family, select the  link in the upper left area of the screen and select the YOUR PROFILE tab.



We are very excited to utilize this new system. Please keep an eye out for upcoming communications from us as we continue rolling out features of the system.