

## MySchoolFees Payment Instructions

### Application Fee Payment Instructions

1. Visit [myschoolfees.com](https://myschoolfees.com)
2. Complete new user registration or "Sign in as Guest"
3. Select "UT - PROVO - PROVO DISTRICT OFFICE" from the dropdown menu
4. Under "Select Category", click on "SUNRISE PRESCHOOL"
5. Enter \$20 in payment amount and select the green "Add to cart" button
6. Click the green "Checkout" button
7. Under "Person's Name", type in the name of your preschool-age child
8. Under "Comment", type "Sunrise Application Fee"
9. Click the green "Continue to Checkout" button
10. Enter your billing information and click "Submit"
11. Email a copy of the receipt to preschool secretary, Rosa Frezzia, at [rosaf@provo.edu](mailto:rosaf@provo.edu)

### Tuition Fee Payment Instructions

1. Visit [myschoolfees.com](https://myschoolfees.com)
2. Complete new user registration or "Sign in as Guest"
3. Select "UT - PROVO - PROVO DISTRICT OFFICE" from the dropdown menu
4. Under "Select Category", click on "SUNRISE PRESCHOOL"
5. Enter in tuition payment amount and select the green "Add to cart" button
6. Click the green "Checkout" button
7. Under "Person's Name", type in the name of your preschool student
8. Under "Comment", type "Sunrise (Month) Tuition"
9. Click the green "Continue to Checkout" button
10. Enter your billing information and click "Submit"
11. Email a copy of the receipt to preschool secretary, Rosa Frezzia, at [rosaf@provo.edu](mailto:rosaf@provo.edu)