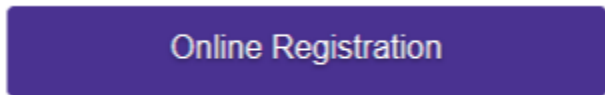


## Registration/Online Payments Instructions

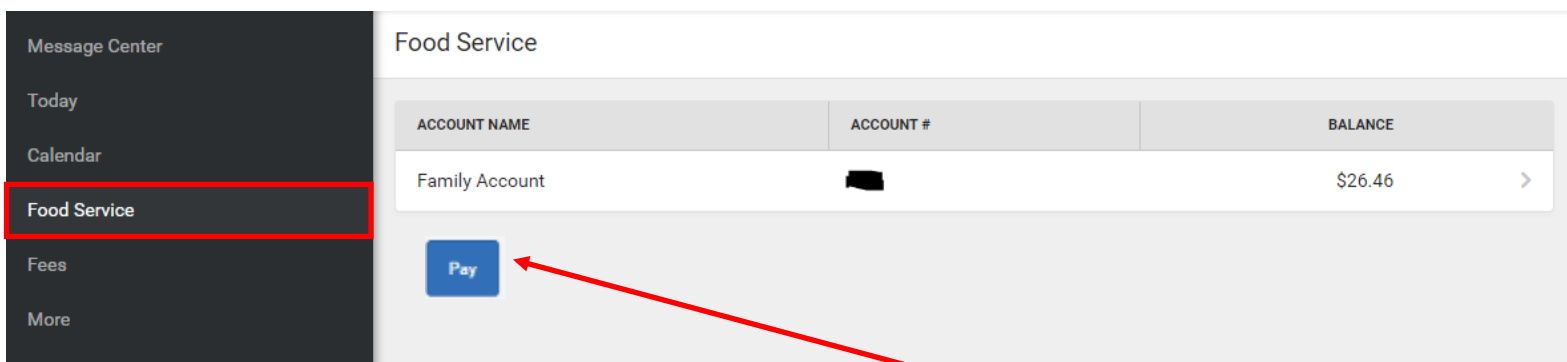
Step 1—On the mocfv.org website homepage select the Online Registration button.



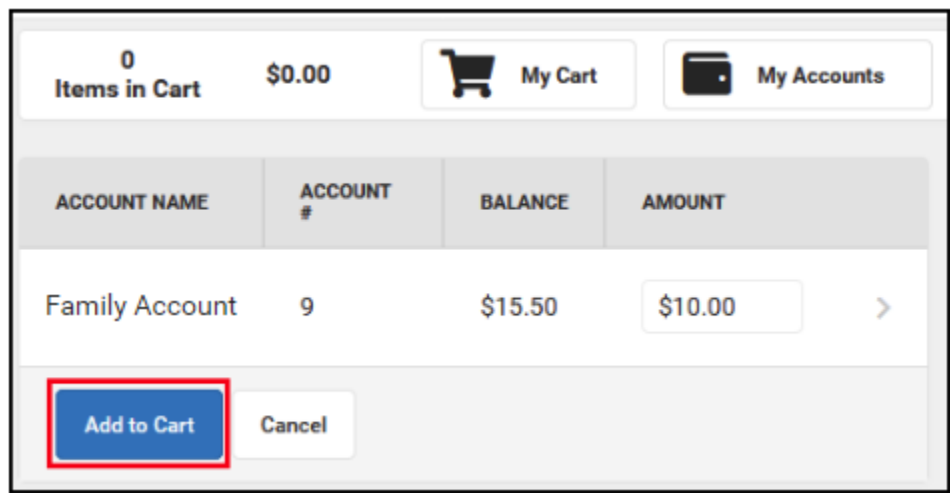
**\*If you need help creating a parent portal, please email Ryan at rnoteboom@mocfv.org.**

Step 2— Choose Campus Parent and log into the parent portal.

Step 3— Select the **Food Service** tab on the left to view your lunch account.



Step 4—If you would like to add money to your lunch account click the Pay button, enter the amount you would like to add, and click Add to Cart.



Step 5—Select the **Fees** tab on the left. Here you will see enrollment and other required fees listed. Select Add to Cart next to each fee listed.

Message Center  
Today  
Calendar  
Food Service  
**Fees**  
More

Fees

Person: All | School Year: 2020-2021 | Type: Unpaid

Total Due: \$40.00

DESCRIPTION	DUE DATE	PERSON	FEE BALANCE	
Enrollment Fee TK-5-0C Elem	08/17/2020	[REDACTED]	15.00	<a href="#">Add to Cart</a> >
Enrollment Fee 6-8	08/17/2020	[REDACTED]	25.00	<a href="#">Add to Cart</a> >
Subtotal			40.00	

[Print](#) [Optional Payments](#)

0 Items in Cart \$0.00  
[My Cart](#)  
[My Accounts](#)

Step 6—Select the Optional Payments button if you are interested in purchasing passes for events or booster club items. Add to Cart any items you wish to purchase.

Step 7—Select My Cart when finished and complete your payment. Convenience fees are waived through Aug 17. Checking and Savings payments are always free!

Step 8—Select the **More** tab on the left. From there you can update Address Information, Demographics, and Family Information for each student.

Message Center  
Today  
Calendar  
Food Service  
Fees  
**More**

More

- [Address Information](#) >
- [Demographics](#) >
- [Family Information](#) >
- [Important Dates](#) >

Step 9—Congratulations, registration complete!