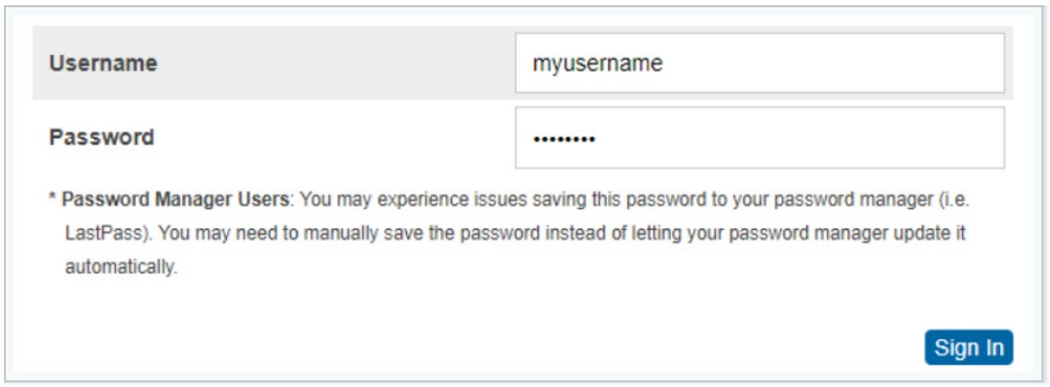
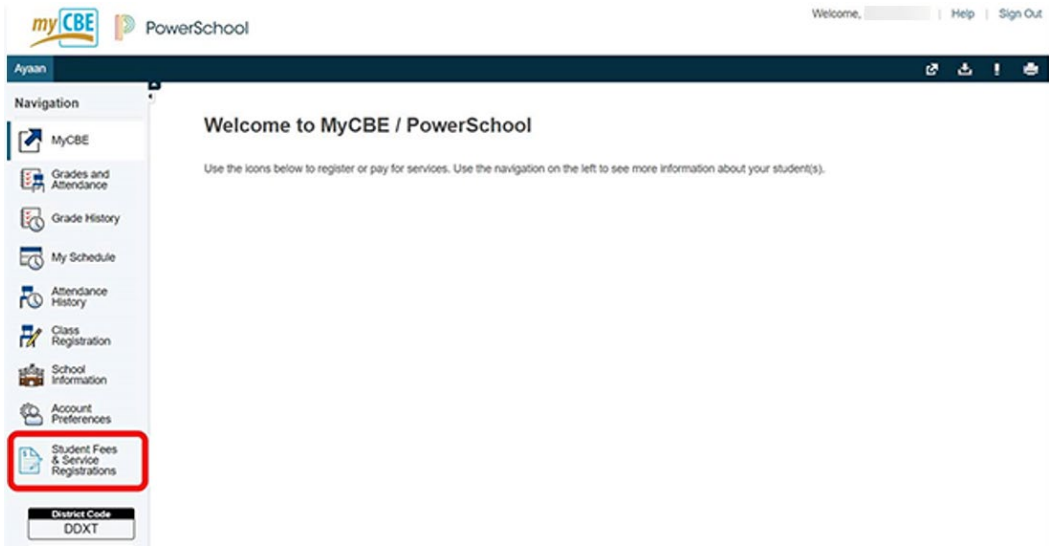
how to | Add Multiple Fees to Parent Account

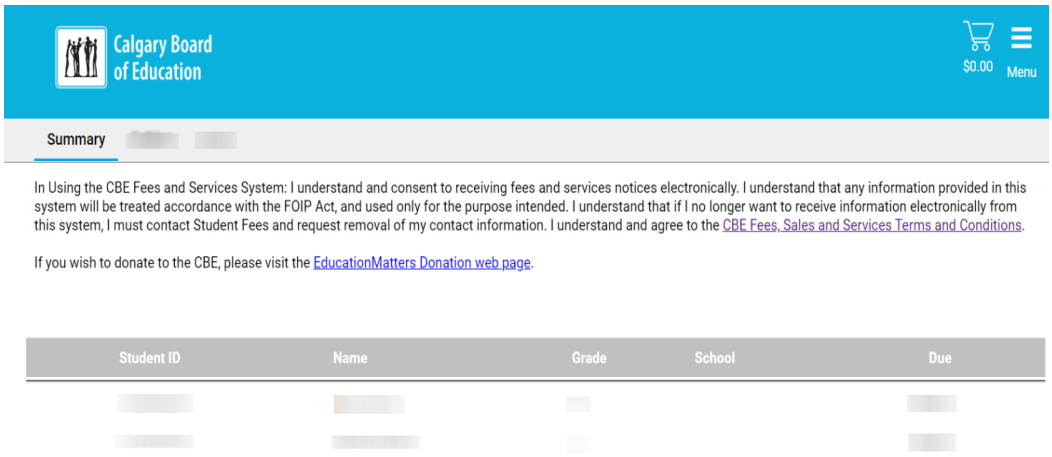
1 | To access the student fees system, login to http://www.cbe.ab.ca/mycbe from a computer's web browser.



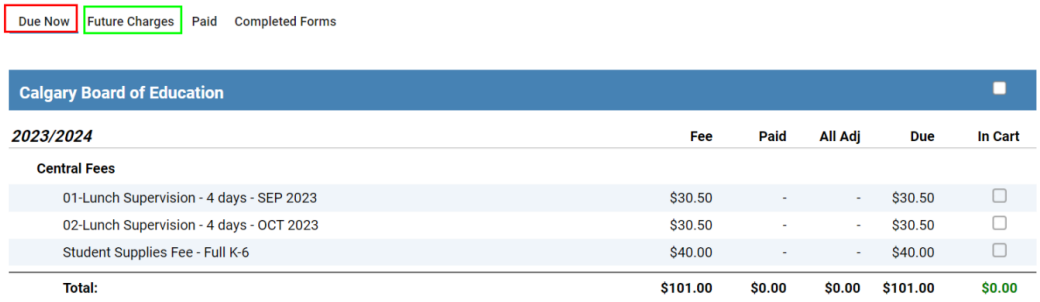
2 | From the left navigation menu, select **Student Fees & Service Registrations**.



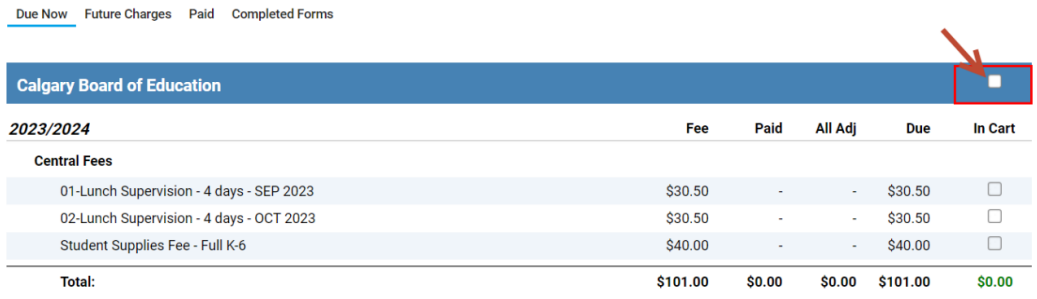
3 | The Student Fees system will display in a new browser window. Click on the Student Name along the top to select fees to pay.

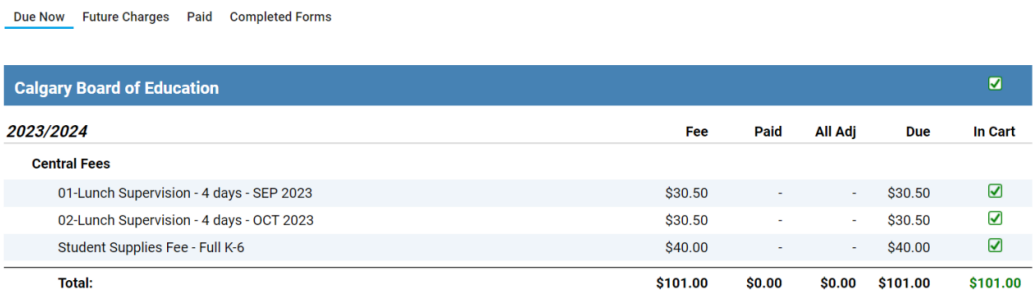


4 | On the next pop-up screen shows all the student's current charges.
Note: There are multiple tabs where fees can show up: "Due Now" and "Future Charges"

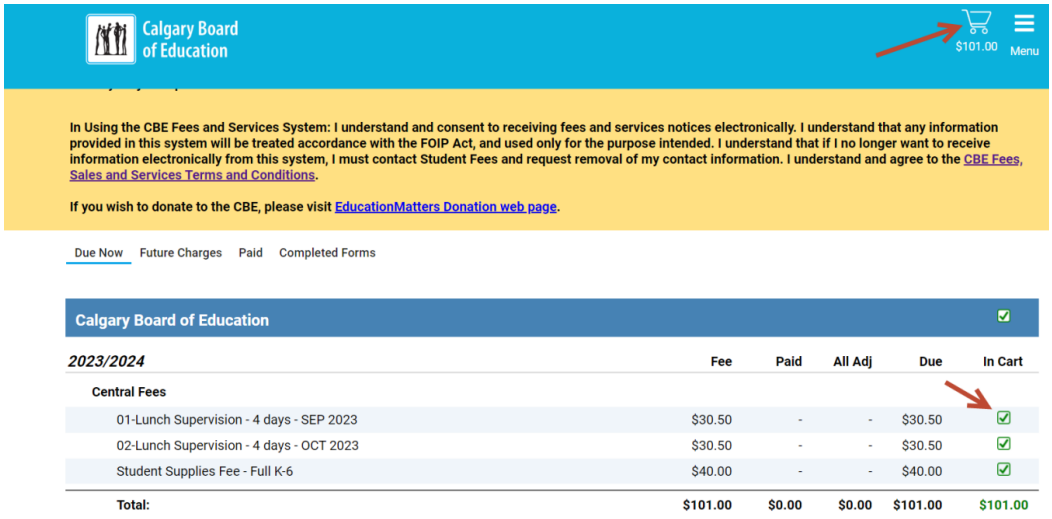


5 | Check the box indicated by the arrow in the screenshot below to add all fees to cart for payment.

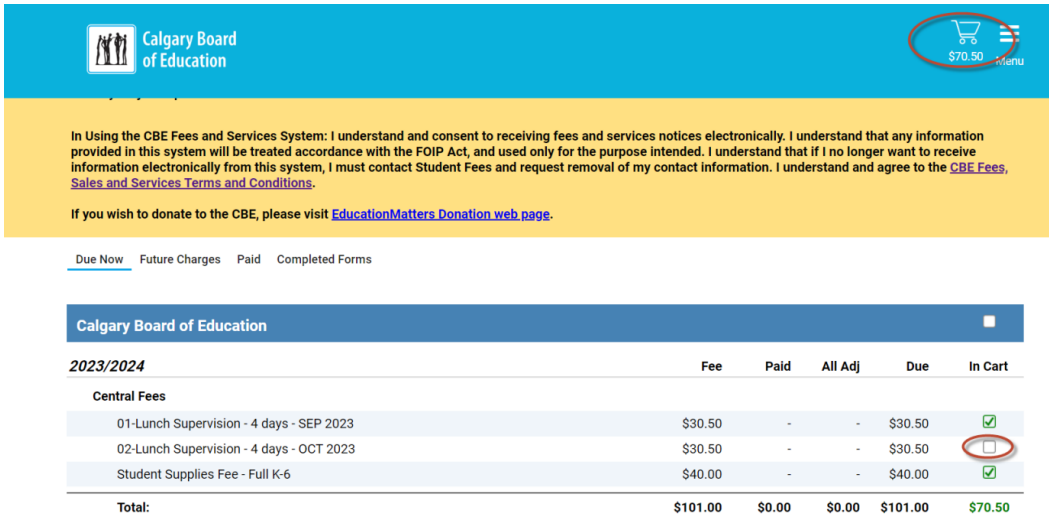
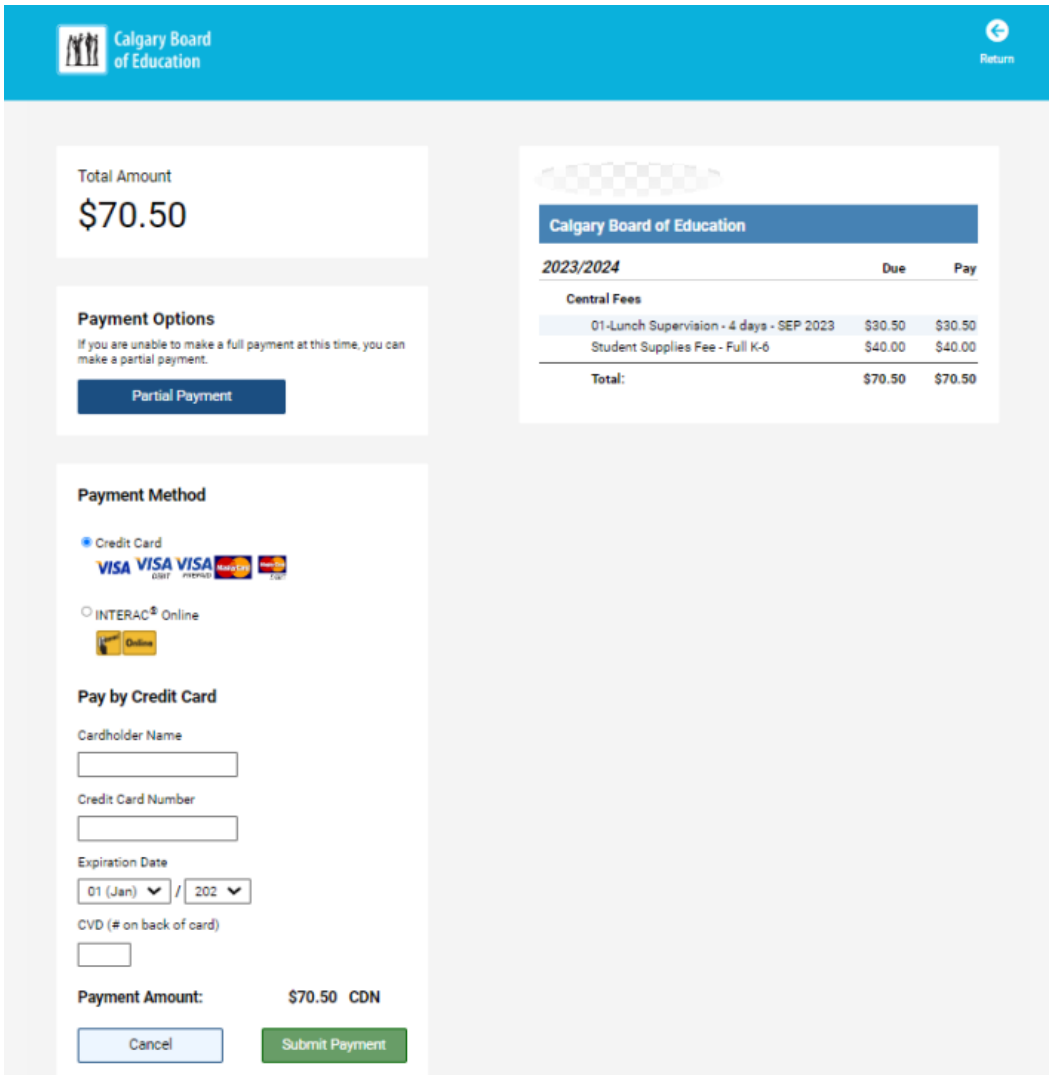




6 | Fees are automatically added to the shopping cart and updated when clicked.



7 | If not all fees are wanting to be paid, uncheck the specific fee and the shopping cart updates appropriately.



8 | Click on the shopping cart to view all charges and proceed to payment.