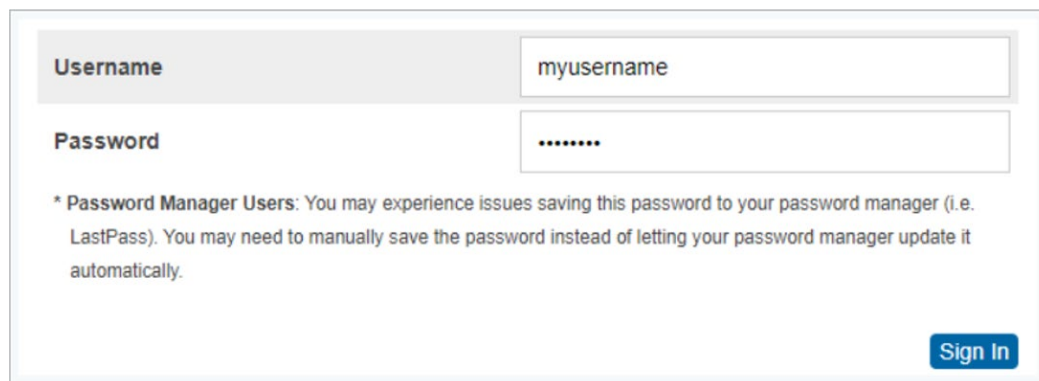


## how to

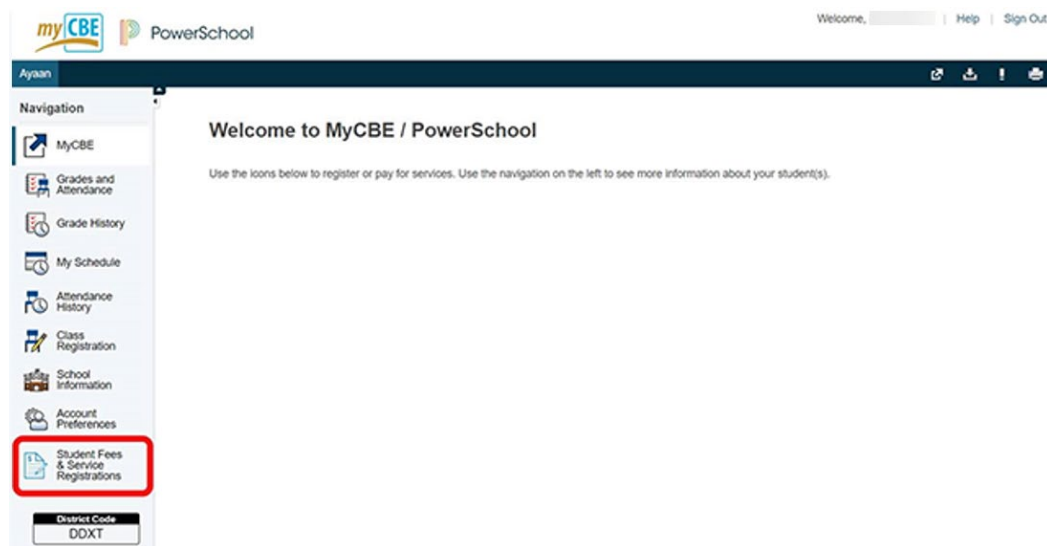
## Add Multiple Fees to Parent Account

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



A login form with two input fields. The first field is labeled 'Username' and contains the text 'myusername'. The second field is labeled 'Password' and contains a series of dots. Below the fields is a paragraph of text: '\* Password Manager Users: You may experience issues saving this password to your password manager (i.e. LastPass). You may need to manually save the password instead of letting your password manager update it automatically.' At the bottom right is a blue button labeled 'Sign In'.

- 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.

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 **\$0.00**

 **Menu**

Summary

In Using the CBE Fees and Services System: I understand and consent to receiving fees and services notices electronically. I understand that any information provided in this system will be treated accordance with the FOIP Act, and used only for the purpose intended. I understand that if I no longer want to receive information electronically from this system, I must contact Student Fees and request removal of my contact information. I understand and agree to the [CBE Fees, Sales and Services Terms and Conditions](#).

If you wish to donate to the CBE, please visit the [EducationMatters Donation web page](#).

Student ID	Name	Grade	School	Due

- 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"

**Due Now** Future Charges Paid Completed Forms

Calgary Board of Education					
2023/2024					
	Fee	Paid	All Adj	Due	In Cart
<b>Central Fees</b>					
01-Lunch Supervision - 4 days - SEP 2023	\$30.50	-	-	\$30.50	<input type="checkbox"/>
02-Lunch Supervision - 4 days - OCT 2023	\$30.50	-	-	\$30.50	<input type="checkbox"/>
Student Supplies Fee - Full K-6	\$40.00	-	-	\$40.00	<input type="checkbox"/>
<b>Total:</b>	<b>\$101.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$101.00</b>	<b>\$0.00</b>


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

**Due Now** Future Charges Paid Completed Forms



Calgary Board of Education					
2023/2024					
	Fee	Paid	All Adj	Due	In Cart
<b>Central Fees</b>					
01-Lunch Supervision - 4 days - SEP 2023	\$30.50	-	-	\$30.50	<input type="checkbox"/>
02-Lunch Supervision - 4 days - OCT 2023	\$30.50	-	-	\$30.50	<input type="checkbox"/>
Student Supplies Fee - Full K-6	\$40.00	-	-	\$40.00	<input type="checkbox"/>
<b>Total:</b>	<b>\$101.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$101.00</b>	<b>\$0.00</b>

Calgary Board of Education					
2023/2024					
	Fee	Paid	All Adj	Due	In Cart
<b>Central Fees</b>					
01-Lunch Supervision - 4 days - SEP 2023	\$30.50	-	-	\$30.50	<input checked="" type="checkbox"/>
02-Lunch Supervision - 4 days - OCT 2023	\$30.50	-	-	\$30.50	<input checked="" type="checkbox"/>
Student Supplies Fee - Full K-6	\$40.00	-	-	\$40.00	<input checked="" type="checkbox"/>
<b>Total:</b>	<b>\$101.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$101.00</b>	<b>\$101.00</b>

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



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Calgary Board of Education					
2023/2024					
	Fee	Paid	All Adj	Due	In Cart
<b>Central Fees</b>					
01-Lunch Supervision - 4 days - SEP 2023	\$30.50	-	-	\$30.50	<input checked="" type="checkbox"/>
02-Lunch Supervision - 4 days - OCT 2023	\$30.50	-	-	\$30.50	<input checked="" type="checkbox"/>
Student Supplies Fee - Full K-6	\$40.00	-	-	\$40.00	<input checked="" type="checkbox"/>
<b>Total:</b>	<b>\$101.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$101.00</b>	<b>\$101.00</b>

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



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Calgary Board of Education					
2023/2024					
	Fee	Paid	All Adj	Due	In Cart
<b>Central Fees</b>					
01-Lunch Supervision - 4 days - SEP 2023	\$30.50	-	-	\$30.50	<input checked="" type="checkbox"/>
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Student Supplies Fee - Full K-6	\$40.00	-	-	\$40.00	<input checked="" type="checkbox"/>
<b>Total:</b>	<b>\$101.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$101.00</b>	<b>\$70.50</b>

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



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Return

Total Amount

\$70.50


Payment Options

If you are unable to make a full payment at this time, you can make a partial payment.


Partial Payment

Payment Method

☒ Credit Card



☐ INTERAC® Online



Pay by Credit Card

Cardholder Name

Credit Card Number

Expiration Date

01 (Jan) / 202


CVD (# on back of card)

Payment Amount:

\$70.50 CDN

Cancel

Submit Payment



Calgary Board of Education

2023/2024

Due

Pay

Central Fees

01-Lunch Supervision - 4 days - SEP 2023

\$30.50

\$30.50

Student Supplies Fee - Full K-6

\$40.00

\$40.00

Total:

\$70.50

\$70.50

how to | Add Multiple Fees to Parent Account

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