

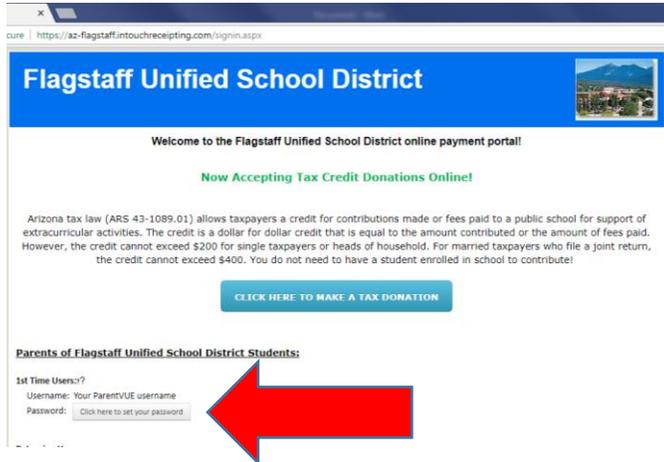
## FHS Online Bill Payment set up instructions

**\*MAKE SURE YOU HAVE A VALID ParentVUE USERNAME AND PASSWORD\***

At the FHS website in the upper right hand corner select the “Find It Fast” drop down menu.

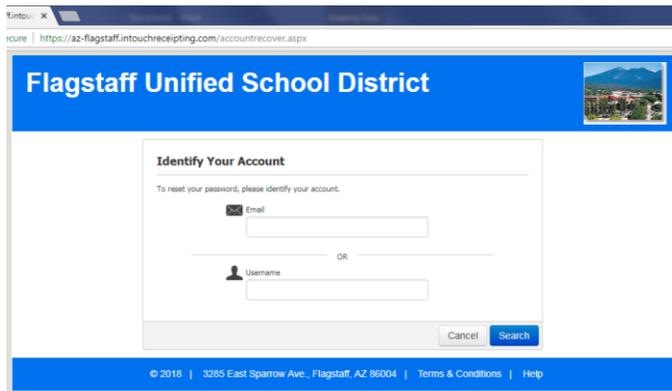
Select “FHS Bill Payments”

If you are a first time user, register your account by clicking the gray box that says “Click here to set your password”



The screenshot shows the login page for the Flagstaff Unified School District online payment portal. The page has a blue header with the district name and a small image of a school building. Below the header, there is a welcome message and a link to make a tax donation. The main section is titled "Parents of Flagstaff Unified School District Students:" and contains a "1st Time Users?" section with fields for "Username: Your ParentVUE username" and "Password: Click here to set your password". A large red arrow points to the "Click here to set your password" link.

On this page you will enter the email address you use for ParentVUE.



The screenshot shows the account recovery page for the Flagstaff Unified School District online payment portal. The page has a blue header with the district name and a small image of a school building. Below the header, there is a section titled "Identify Your Account" with the instruction "To reset your password, please identify your account." There are two input fields: "Email" and "Username", separated by "OR". There are "Cancel" and "Search" buttons at the bottom of the form. The footer contains copyright information and links to "Terms & Conditions" and "Help".

A message will be sent to your email to set up your password. Use the password that you set up for ParentVue to keep both accounts consistent.

Anytime you log in after the first time you will use the User Name and Password boxes at the bottom of the page.



The screenshot shows the login page for the Flagstaff Unified School District online payment portal. The page has a blue header with the district name and a small image of a school building. Below the header, there is a section titled "User Name" and "Password" with input fields and a "Sign in" button. The footer contains copyright information and links to "Terms & Conditions" and "Help".