




Setting up your Account Profile

This sheet will walk you through the process of setting up your eleyo Account Profile. We encourage you to add all members of your household and add emergency contacts for your children. **If you have previously created an Eleyo (formerly FeePay) profile to register for either Tiger Pack or Summer Stretch/Jumpstart, please use the same login credentials.**

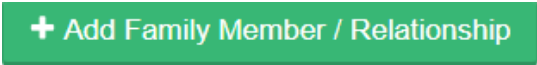

Create Your Account Profile

1. Go to: <https://newrichmond.ce.eleyo.com>

2. Select  and then enter your email address in the box provided.
If your email address is recognized, enter your password and click Next.
*If you forgot your password, click the **Forgot Password?** Link. You will receive an email to reset your password and log in.*
*If your email address is not recognized you'll need to create an account. Click the **Create One Now** link and move on to #3 below.*

3. Complete the *Register a New Account Form* and select .

Add Family Members To Your Account Profile

1. Once you're logged in to Eleyo (formerly FeePay) select your name (top right corner of the screen) and select **Your Account/Relationships**.
2. Use the  button to add family members. Please add all family members in anticipation of future registrations within the Eleyo (formerly FeePay) system.
3. Fill out the **Add a New Person** page and select the  button at the bottom of the page when complete. Follow steps 3 – 4 to add additional family members. **Only add those family members not already listed on your account.**

Congratulations! You have completed the Account Profile set-up process and are ready to register for Summer Stretch/Jumpstart or Tiger Pack.

