



MCC - eschool Athlete Registration and Payment Center – User Guide

What you need to get started:

You will need your child's school ID number. You can find this ID under the My Info top tab of your family or child's X2 account. If you do not know your child's ID number, your CHS student can help you locate it.

Setting up your account ~go to: https://www1.mcc.net/OneSource/OSPayer/ePayer_registration.aspx

Click on the Online Bill Payment icon at the top of the page.

- Registering is easy and requires minimal information from you.
- Complete the online registration questions including name, address, username and password.
- You will receive an email with your Activation Number for accessing eSchool payment center for the first time.
- Return to the eSchool payment center home page and login with your email address or username, password, and your activation number when prompted. You are now ready to make payments using eSchool payment center.
- Call or email customer support if you need help at 1-508-460-6000 or eschool@mcc.net
(Detailed instructions available on p.2)

What Fees can be paid:

Almost any fee can be paid through eschool. Transportation, athletic, instrumental music, Advanced Placement and PSAT registration fees are just some examples. As the service is expanded, field trip payments, lost book fees, and kindergarten registration may also be made available on eschool. For your convenience, fees may be made available on your child's account but parents always have the option to pay by paper check. When multiple payments are due or there are different payment options, you may see multiple fees available for you to choose from. School lunch deposits must be made through check payable to the school and cannot be made through eschool.

Advantages:

- Convenient, easy and secure online transactions
- View and print student's school dues and fee information
- One location to pay all student bills
- Confirmation of payment
- Online payment history
- Reduce the possibility of lost checks and cash

How to complete the Athletic Registration and Payment online

- A. Go to www.chelmsford.k12.ma.us
- B. Click on Student top tab
- C. Click on Athletics
- D. On left side, click on • Athletic Registration and User Fee Payment

Finding your Student's ID

1. Go to www.chelmsford.k12.ma.us
2. Click on Student or Parent top tab
3. Click X2
4. Login to X2
5. Click My Info
6. Record Student ID

My Record	
My Details	Cancel
Transcript	Demographics
Current Schedule	Addresses
Contacts	Ethnicity
Attendance	
Name	TEST, TEST CHS
Gender	M
Date of birth	1/1/2000 Age 15
Student ID	550003898

New users

1. Click on [Payer Sign up](#) under **New User?**
2. Fill in the registration form
3. Click **Sign Up**
4. You will be sent an activation number to the email address you used to register

Logging in

1. Once you have received your activation number return to the CPS website
2. Repeat A-D above (*Student top tab and Athletics and on left side, click Athletic Registration and User Payment*)
3. Type in your login information (email address and password)
4. Click Login
5. New users need to enter the emailed activation number

Adding a Student

1. Go to the **Students** top tab
2. Enter in your student's ID and Last Name
3. Click Search
4. The results will be displayed to the right
5. Click Add Student button



Athletic Registration and Payment

1. Go to the **Registrations** tab
2. Click drop down and select **Season CHS Athletic registration** (where **Season** is current Season and Year)
3. Select Student to register
4. Complete all information and Click Signup
5. Popup confirm registration or see registration on Payment History tab
6. Select Create new Payment Method or Saved Payment method, verify amount, choose payment date
7. Click Proceed to checkout
8. Review payment details, agree to terms of Payment Agreement and click Submit Payment
9. Your payment method will not be charged until the beginning of the sport season. You will receive an email reminder when the payment will be processed.

Select Department:

Select a Department
Select a Department
Fall 2015 CHS Student Athlete Registration

Spring 2015 CHS Athletic Registration registration successfully completed.

Confirmation #:	995814579 - 24714
Student Name:	TEST CHS TEST
Registration Date:	3/18/2015 9:50 AM

Create New Payment Method

1. Go to the **Payment Method** tab or from #6 above and select **New Payment Method** tab
2. From the drop down menu, select the payment method
3. To save your payment method for future use, please assign it a name for your records
4. Fill in your banking information
5. Click the check box stating you have reviewed and agree to the terms
6. Click on **Create ACH Method**
7. Click **Registrations** tab

Payment Report / History

1. To view the status of your registration or payment, go to the **Payment History** tab