MUNIS – CUSTOMER SELF SERVICE (CSS)

1. Go to https://munisess.crec.org/MSS/citizens/OtherServices/

2. Expand the plus symbol next to "STUDENT FEES"

   ⊞ APPLICATION FEES (7)

   ⊞ AUDIOLOGY SERVICES (8)

   ⊞ SBH/CLINIC FEES (INSURANCE/PARENT) (1)

   → ⊞ STUDENT FEES (5)

   ⊞ TUITION FOR EDUCATIONAL COURSES (4)
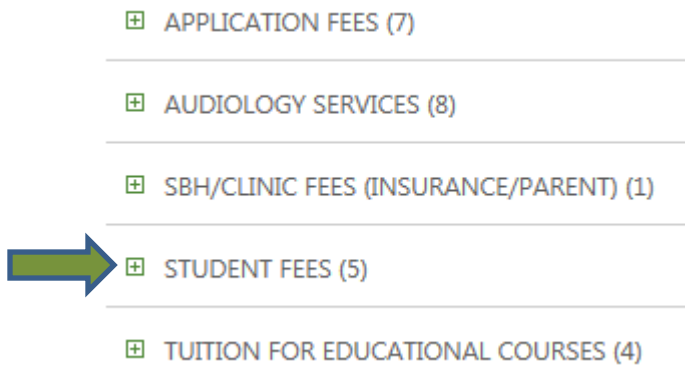
3. Select HS MAGNET CREDIT RECOVERY REGISTRATION for the initial $50.00 registration fee
   or
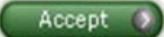   Select HS MAGNET CREDIT RECOVERY COURSE for the course fee(s)*

           *requires amount to be entered from letter

   By either double clicking on the name or on the "Add to Cart" at the right. The next screen will display **required fields** before proceeding to the next step.

4. **Shopping Cart:** By clicking on your shopping cart (upper right corner 🛒 My Cart (0 items)) a small box will emerge showing what you are paying for with a total amount. Click on "Review" which takes you to your **Shopping Cart Review** showing exactly what you have chosen to pay. Proceed to click **"Pay".**

5. **Pay:** A total is now calculated for the services you have chosen to pay. Click on "Pay" to proceed forward to the Official Payment page. Here you have the choice to pay via Visa/MasterCard Debit, E-Check or Visa/Mastercard/Discover Credit Card.**

6. **Checkout:** Review what you are paying. Click Continue to proceed.

7. **Official Payments:** Choose which payment method you prefer. Click on
   Continue ›. Your payment amount, **service fee**** and total payment will display.
   Click **Accept ›** to agree to terms and conditions and then continue.
   Enter the information required, click on Continue. You will receive an email confirmation.
   You will automatically be redirected back to CREC's CSS (Customer Self Service) log-in page.

**Service Fee: $1.95 fee using an E-Check. $2.95 fee for payments up to $118.00 and 2.5% for any payment over $118.00 using a Credit/Debit Card. These fees are added to the total.