**How to Create a MyPaymentsPlus Account**

**Go to** [**www.MyPaymentsPlus.com**](http://www.MyPaymentsPlus.com)

* Click Here:



**Step 1: Add your student/patron to the account.**

* Select your state and school/school district from the dropdowns.
* Next, you will see the box below. Please select “I have a student enrolled or I am a staff member of this district.” (If you are the student, the same directions apply.)



* Enter your child’s student ID number and last name (if you are the student, please enter your information).
* Student ID numbers may usually be obtained by contacting your student’s school.
* If your child’s last name has a suffix, please keep this in mind when entering the last name.

 Ex. “Smith Jr.” “Smith IV” “Smith‐Arnold”

* Select:

 

* If you wish to add another student, repeat step 1.
* Select:

 

**Step 2: Create your profile.**

* Enter your name, address, and phone number.
* Enter an active e‐mail address. It’s important to enter a correct address so that you can receive e‐mail reminders, username/password information, and payment confirmations.
* Select:

 

**Step 3: Create your sign‐in.**

* Choose a “Username” that will be easy for you to remember.
* Enter a 7‐20 character password. Keep in mind that your password is case sensitive. (1 number and 1 letter required).
* Enter a password hint to help you remember your password.
* Select:

 

**Step 4: Confirm your profile.**

* Verify that all information you entered is correct.
* If you need to change any of the information, you can click on the *Edit* link next to each section title.
* Select:

 

**Step 5: Your registration is complete!**

* Sign in by entering the username/password you created in “Step 1”.