



How to Create a MyPaymentsPlus Account

- Go to www.MyPaymentsPlus.com
- Click Register a Free Account.

Step 1: Add your student/patron to the account

1. Select your state and school/school district from the dropdowns.
2. Enter your child's student ID number and last name.
 - 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," or "Smith-Arnold."
3. Select Add Student.
4. If you wish to add another student, repeat step 1.
5. Click Next.

Step 2: Create your profile

1. Enter your name, address, and phone number.
2. 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.
3. Click Next.

Step 3: Create your sign-in

1. Choose a Username that will be easy for you to remember.
2. Enter a 7-20 character password. Keep in mind that your password is case sensitive. (1 number and 1 letter required).
3. Enter a password hint to help you remember your password.
4. Click Next.

Step 4: Confirm your profile

1. Verify that all information you entered is correct.
2. If you need to change any of the information, you can click on the Edit link next to each section title.
3. Click Next.

Step 5: Your registration is complete

1. Click Next.
2. Sign in by entering the username/password you created in Step 1.