

## 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
- 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" "Smith-Arnold"

- Select :

Add Student

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

Next >

### 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:

Next >

### 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:

Next >

#### 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:

[Finish Registration](#)

#### Step 5: Your registration is complete

- Select:

[Continue to Sign In](#)

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



**Secure Sign In**

Username:

Password:

[Sign In](#)

*Forget your username or password?*