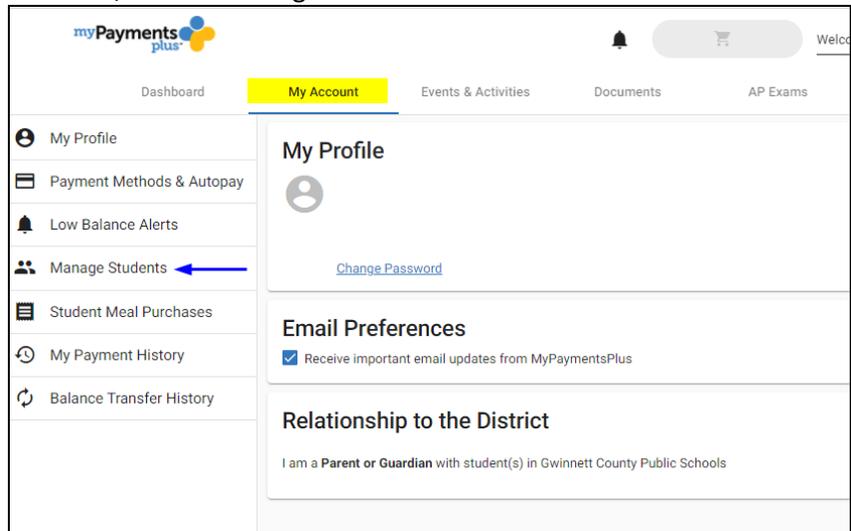
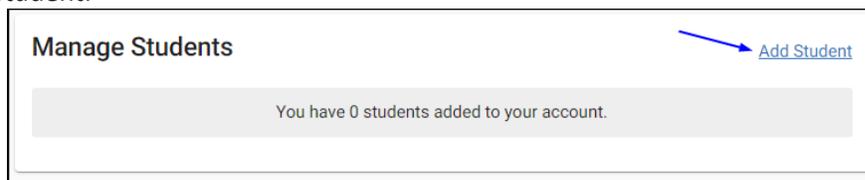


How to Add a Student to an Existing MyPaymentsPlus Account

- Go to www.mypaymentsplus.com and log into your existing account.
- On the My Account screen, click on Manage Students.



- Then click Add Student.



- Make sure our state of Georgia and Gwinnett County Public Schools is showing on the left, then enter the student's 9 digit ID number and last name. Click Add student. (For names with an apostrophe, leave out the dash creating a space. If student has a double last name try the full hyphenated name. If that does not work, enter one name then the other until you find the matching combination.)

- The students name will show on your account. Click on the various headers to navigate through your account and make payments.

