## 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.

Manage Students		Add Student
	You have 0 students added to your account.	

• 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.)

Add Student	
Select State * Georgia (GA) Select District * Gwinnett County Public Schools	Student ID * Student Id is required. Where to find Student ID? Student's Last Name! *
	Last name is required.

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

	myPayments	Click on Events & Activities.				My Account	
	Dashboard	My Account	Events & Activities	Documents	AP Exam	Sign Out	
θ	My Profile	Manage St	tudents				Add Student
	Payment Methods & Autopay	3				-	
۴	Low Balance Alerts	Student's name appears here. Gwinnett County Public Schools					<u>Delete</u>
1	Manage Students						
	Student Meal Purchases						
Ð	My Payment History						
-							