

## How to Create a MyPaymentsPlus Account

\*DCES requires each parent to sign off on the beginning of the year documents by going to this site. If you do not have internet access, you can use your smartphone to do this, go to the public library, or use the DCES Computers. We do not have print copies of these documents.

Go to [www.MyPaymentsPlus.com](http://www.MyPaymentsPlus.com) and Click Here:



### Step 1: Add your student/patron to the account

1. Choose "Georgia," and then choose "Gwinnett County Schools."
2. Enter your **child's student ID number and last name exactly as the school has it on record**. Ex. "Smith Jr." "Smith IV" "Smith- Arnold"
3. Click "Add Student." If you wish to add another student, repeat step 1.

Select the State and Institution you wish to register with

State: Georgia (GA) [v]

District: Gwinnett County Public Schools [v]

Add a Student

Student's ID: [ ] ?

Student's Last Name: [ ]

**ATTENTION Gwinnett County Public Schools**  
Please contact your district for the student ID number. Thank you.

Add Student

4. Select:



### Step 2: Create your profile

1. Enter your parent name, address, and phone number
2. **Enter an active e-mail address.**



3. Select:

4. Create your sign in. Passwords must be 7 to 20 letters or numbers (there must be at least 1 letter and 1 number).



5. Select

### Step 3: Confirm your profile

1. Verify your information. Click on the *Edit* link next to each section title to make changes.

2. Select:



### Step 4: Your registration is complete

1. Select:

2. Use the username/password you created in "Step 1"



Secure Sign In

Username: [ ]

Password: [ ]

Sign In

[Forget your username or password?](#)

[Forget your username or password?](#)

**\*If you have issues with your account, please select personal login information. Thank you.** as the local school does not have access to your

MyPaymentsPlus Support Number is 1-877-237-0946.