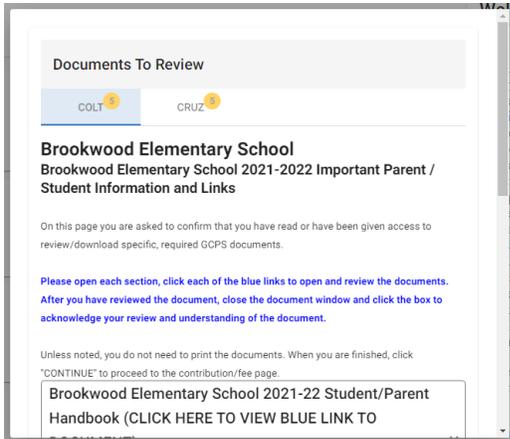
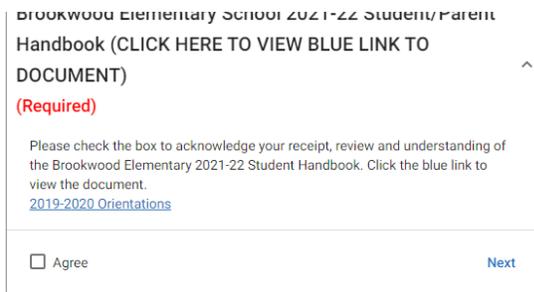


Completing Back to School Documents on myPayments plus

1. Go to <https://www.mypaymentsplus.com/welcome>
2. Log in to MyPaymentsPlus.
 - a. New to MyPaymentsPlus? [See the registration directions.](#)
 - b. Need to add a student? See the directions below.
3. After logging in, a box like the one below will pop up immediately.



4. Scroll down to the first box ***Craig Elementary School Student Parent Handbook***. Click on the box to expand it.

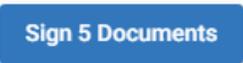


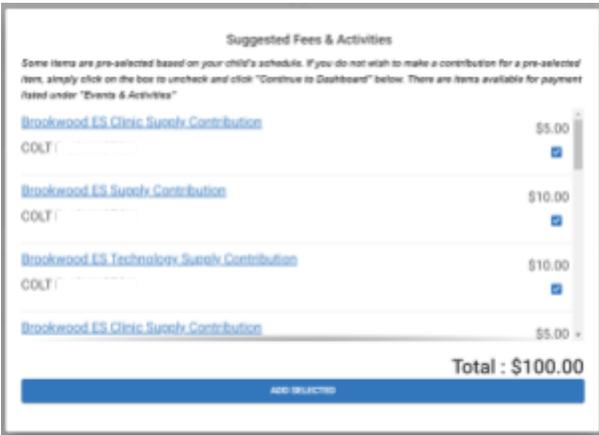
5. Any documents to be reviewed are linked in the box. Click the **Agree**. A green check mark will appear and the box will collapse. Click **Next** to move to the next document.



6. The following box, ***GCPS Student/Parent Handbook - Elementary School*** will expand. Review the linked documents then click **Agree**.
7. Complete the remaining boxes tasks. You will want to see a  to the right of each task.

Sign 5 Documents

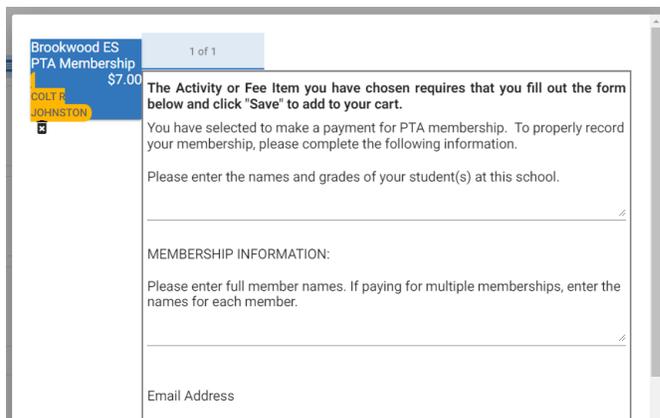
8. Then click on the  button to complete for that child.
9. You will be taken to the next child and repeat the steps for that child.
10. Once the documents for all children have been completed, the **Suggested Fees & Activities** box will appear. The fees for all children enrolled are listed in the same box.
*These fees help fund various activities and areas of our school.



Item	Amount
Brookwood ES Clinic Supply Contribution	\$5.00
Brookwood ES Supply Contribution	\$10.00
Brookwood ES Technology Supply Contribution	\$10.00
Brookwood ES Clinic Supply Contribution	\$5.00
Total	\$100.00

ADD SELECTED

11. Click 
12. If the parent has selected PTA membership, then they will be taken to a form to complete.



Brookwood ES PTA Membership \$7.00

COLT: JOHNSTON

The Activity or Fee Item you have chosen requires that you fill out the form below and click "Save" to add to your cart.

You have selected to make a payment for PTA membership. To properly record your membership, please complete the following information.

Please enter the names and grades of your student(s) at this school.

MEMBERSHIP INFORMATION:

Please enter full member names. If paying for multiple memberships, enter the names for each member.

Email Address

13. After completing the PTA membership form and paying for fees, the parent has completed all forms.