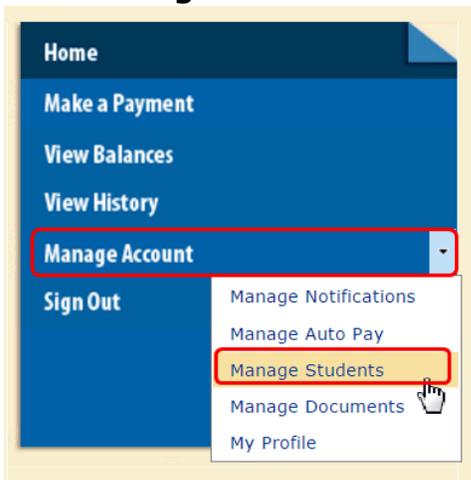


## How to Add a Student to Your Existing MyPaymentsPlus Account

- Go to [www.mypaymentsplus.com](http://www.mypaymentsplus.com) and log into your existing account.
- In the blue box on the top left of the page, click **Manage Account**
- Click **Manage Students**.



- Under **Student ID**, enter your student's ID #
- Under **Student's Last Name**, enter last name of student
- Click **Add Student**

**Add a Student**  
*Select the State and Institution of the Student you wish to add.*

State:

Institution:

StudentID:

Student's Last Name:

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

If Georgia and Gwinnett County Public Schools is not already there, then they would need to select it. Then proceed with Student ID, Last Name and click Add Student.

**Your Managed Student**

*Note: a dimmed row indicates an inactive Student. Please contact your institution if your Student should be active.*

After clicking Add Student above, the new student will add to this section below.

Student Name	Institution	State	
Andy Johnson	Gwinnett County Public Schools	GA	Remove

Scroll down to bottom of the page to see an acknowledgement that your student was added to your account.

Click **Home**. You should now see the cafeteria account for your student as well as any activities that are open.