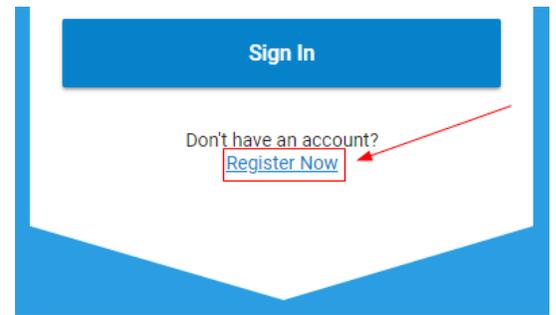


1. Go to [www.mypaymentsplus.com](http://www.mypaymentsplus.com):
  - ✓ click on "Register Now"



2. Create your profile:
  - ✓ Select "GA" as your state and "Gwinnett County Public Schools" as your institution in the dropdown. Enter your first and last name (You will add students at a later step.)
  - ✓ Enter an active e-mail address. It's important to enter a correct address so that you can receive e-mail reminders, username/password information, and payment confirmations
  - ✓ Create a password
    - Write down your email and password. You will need them to sign onto MyPaymentPlus.
  - ✓ Click Register

## Register

Search for School District

Q Select State \*

Create Account

Enter your personal information. You will add students at a later step.

First Name \* Last Name \*

Email \*

Password \*

Confirm Password \*

By clicking Register, you agree to our Privacy Policy and Terms of Use.



3. Choose your relationship:
  - ✓ Parent or Guardian
  - ✓ Click Next



## Your Account has been Created!

We've sent a welcome email to the address you provided.

This site will work best if we know your relationship with (Check all that apply)

- I am a Parent or Guardian with student(s) in
- I am a Student in the district
- I work in the district (Staff Member)
- I'm a Guest interested in district activities and/or I want to support the district



## 4. Add student(s) to your account:

- ✓ Enter your child's student ID number and last name
- If your child's last name has a suffix, please keep this in mind when entering the last name. Ex. "Smith Jr." "Smith IV" "Smith-Arnold"
- ✓ Then Click "Add Students"



- If you wish to add another student, repeat step again.

- ✓ When done adding student(s), please click "Done"



### Add Student(s) to Your Account

Adding your student(s) from Gwinnett County Public Schools will allow you to manage meal accounts, track meal purchases, pay for school expenses and more.

Student ID \*

Where to find Student ID?

Student Last Name \*

Add Student

Change School District

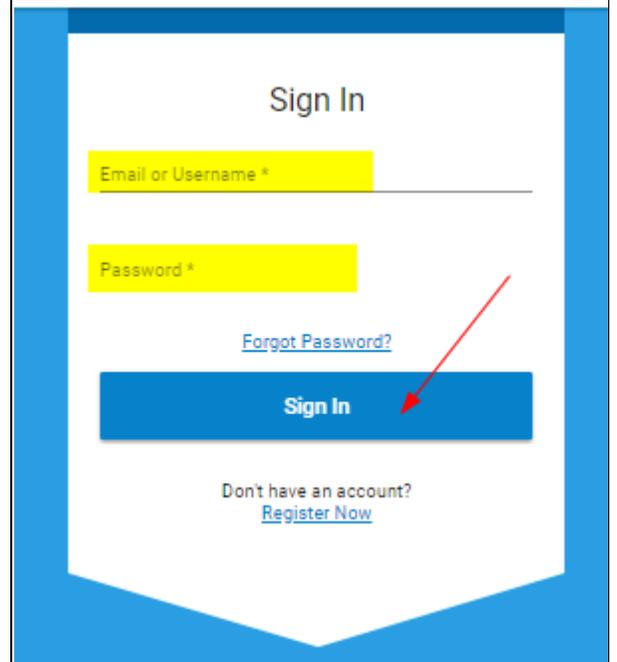
#### My Students

There are 0 students on your account.

Skip for Now

## 5. Your registration is complete!

- ✓ You may now go back to the home page, enter your username and password to begin using MyPaymentsPlus.



For video link go to <https://vimeo.com/345028817> to see a brief tutorial with this instructions