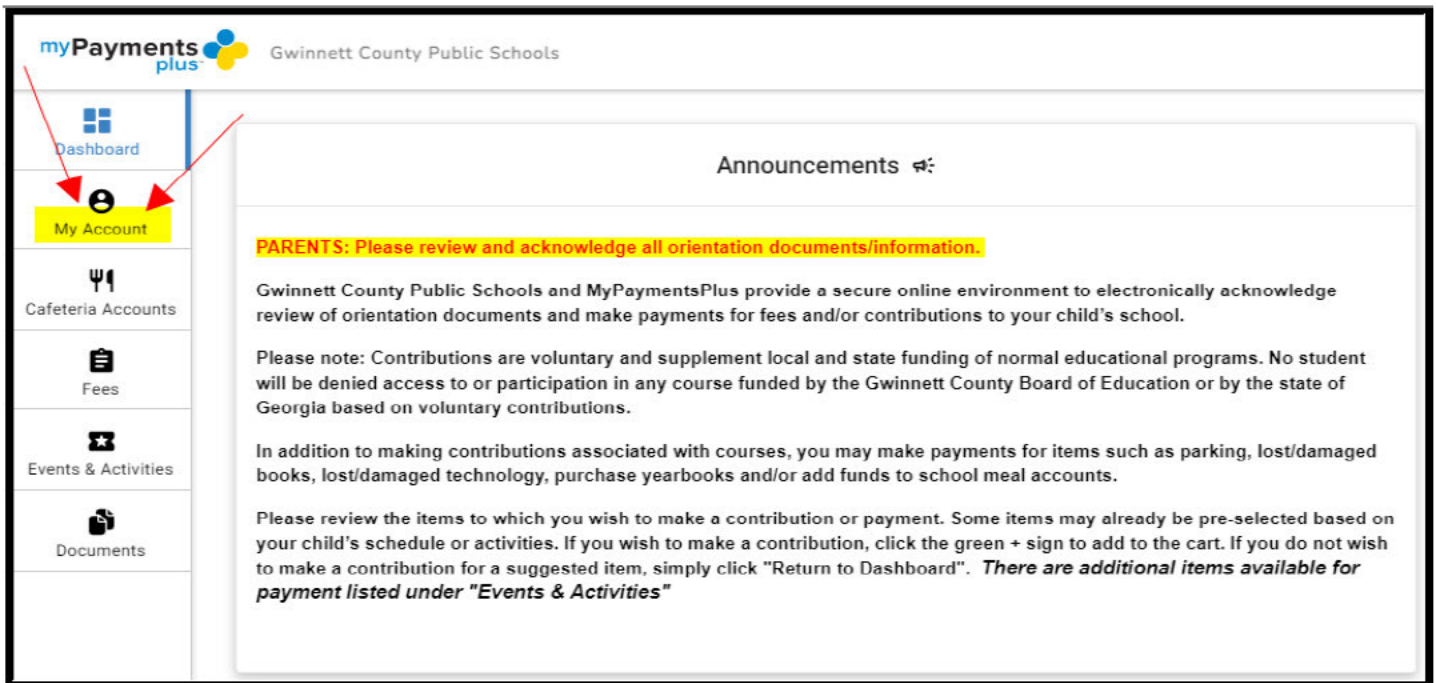
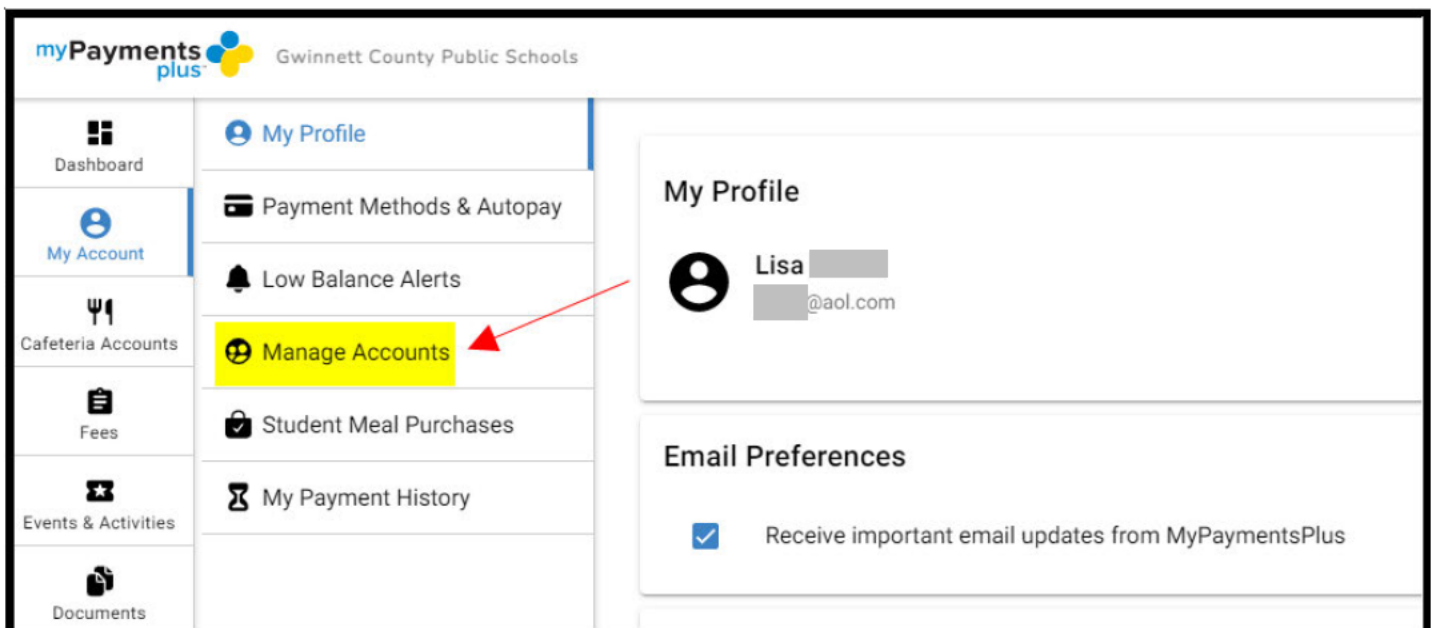


How to Add a Student to an Existing MyPaymentsPlus Account

- Go to www.MyPaymentsPlus.com and log into your existing account.
- On the first screen, click "My Account"



- Click "Manage Accounts"



- Click "Add Account"



- Make sure the state of Georgia and Gwinnett County Public Schools are listed. Follow instructions 1-3 below:

1. Enter the student's 9- digit ID number
2. Enter the student's last name.
 - For last names with an apostrophe, leave out the apostrophe and use a space instead.
 - If student has a double last name try the full hyphenated name.
 - If that does not work, enter both names without the dash
 - If that does not work, enter the very last name
 - If that does not work, contact the school for assistance.
3. Click "Add Account"

The screenshot shows a web form titled "ADD ACCOUNT" with a close button (X) in the top right corner. The form contains two dropdown menus: "Select State *" with "Georgia (GA)" selected, and "Select School District *" with "Gwinnett County Public Schools" selected. Below these is a blue button labeled "Enable Guest Pay". The next section has a yellow background and contains a text input field labeled "Student/Staff ID*" with a red box and the number "1" inside. Below this is a link that says "Where to find Student/Staff ID?". The next section also has a yellow background and contains a text input field labeled "Last Name*" with a red box and the number "2" inside. At the bottom is a yellow button labeled "Add Account" with a red box and the number "3" inside. Three red arrows point from the right side of the form to the "Student/Staff ID*" field, the "Last Name*" field, and the "Add Account" button.

- The student's name will now show in your account. Click on the "Events & Activities" tab to see what items are listed for payment at your student's school.

The screenshot shows the "myPayments plus" dashboard for "Gwinnett County Public Schools". On the left is a vertical sidebar with icons and labels for "Dashboard", "My Account", "Cafeteria Accounts", "Fees", "Events & Activities", and "Documents". The "Events & Activities" item is highlighted with a yellow background. A red arrow points from the left towards this highlighted item. The main content area on the right contains a list of account management options: "My Profile", "Payment Methods & Autopay", "Low Balance Alerts", "Manage Accounts", "Student Meal Purchases", and "My Payment History".