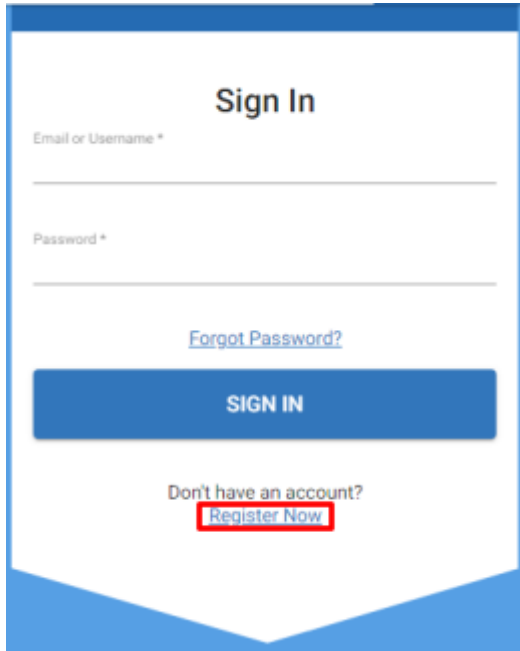



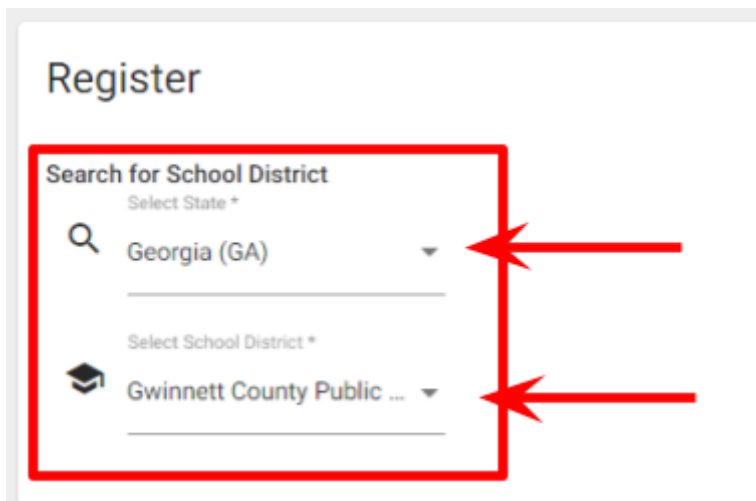
Register for an account with

1. Go to <https://www.mypaymentsplus.com/welcome>
2. Click on **Register Now**.

A screenshot of the "Sign In" form. It has a blue header with the text "Sign In". Below the header are two input fields: "Email or Username *" and "Password *". There is a blue link "Forgot Password?" below the password field. A large blue button labeled "SIGN IN" is centered below the fields. At the bottom, there is a link "Don't have an account?" with a red box around the text "Register Now" below it.

3. Complete the Register box. Note the selections for *Search for School District*

below. Then click  .

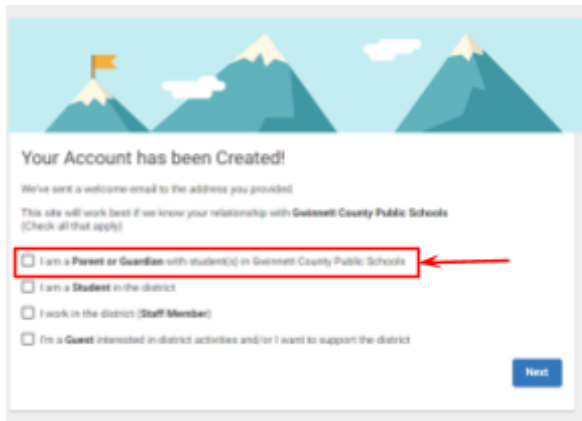
A screenshot of the "Register" form. The title "Register" is at the top. Below it is a section titled "Search for School District" with a red box around it. Inside this section, there are two dropdown menus. The first is labeled "Select State *" and has "Georgia (GA)" selected. The second is labeled "Select School District *" and has "Gwinnett County Public ..." selected. Two red arrows point to the right from the right side of the red box, one pointing to the "Georgia (GA)" dropdown and the other pointing to the "Gwinnett County Public ..." dropdown.

4. You will now choose your relationship to the district. Make sure to choose

I am a **Parent or Guardian** with student(s) in Gwinnett County Public Schools

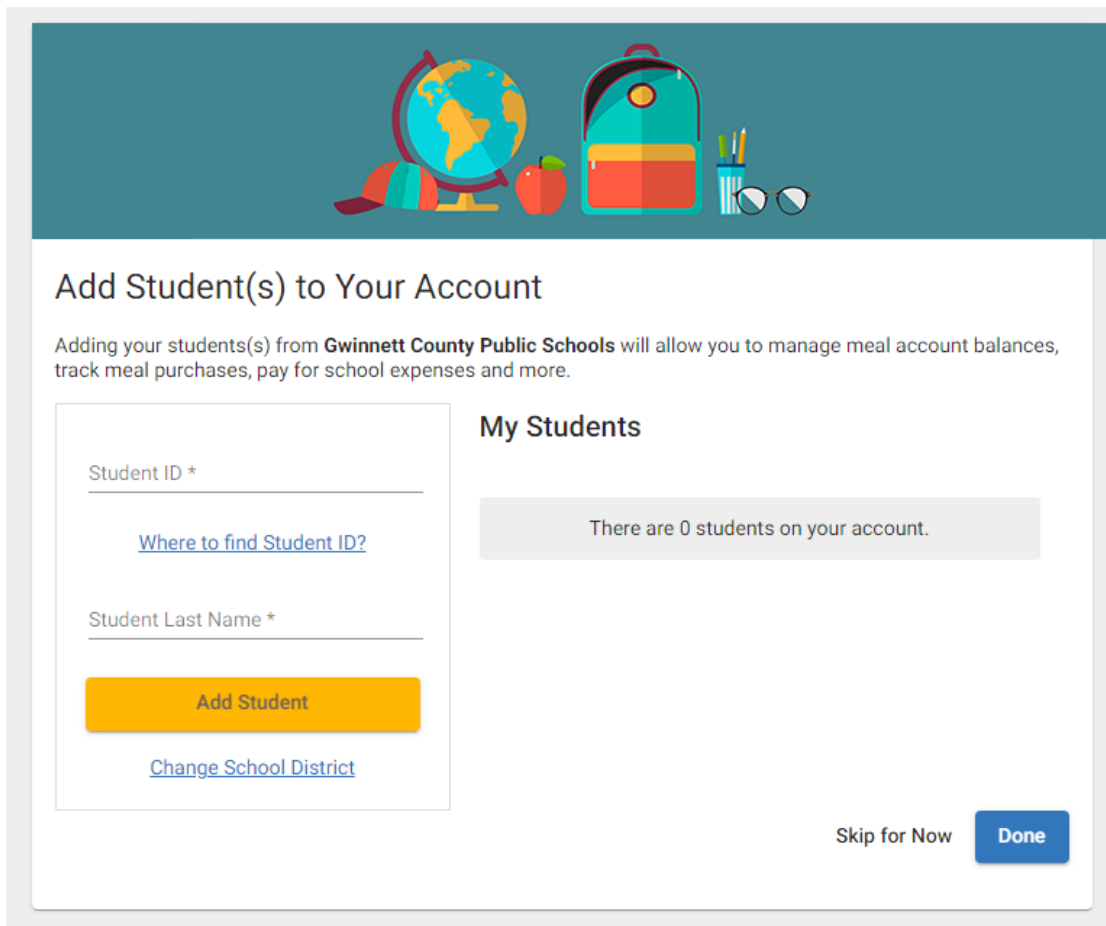
. Then click

Next



The screenshot shows a form titled "Your Account has been Created!". Below the title, it says "We've sent a welcome email to the address you provided." and "This site will work best if we know your relationship with Gwinnett County Public Schools (Check all that apply)". There are four radio button options: "I am a Parent or Guardian with student(s) in Gwinnett County Public Schools", "I am a Student in the district", "I work in the district (Staff Member)", and "I'm a Guest interested in district activities and/or I want to support the district". A red box highlights the first option, and a red arrow points to it. A "Next" button is at the bottom right.

5. You will now add students to your account. Input your student's student ID number and last name. Then click the Add Student button. Complete this for each student you need on your account. Then click **Done**.



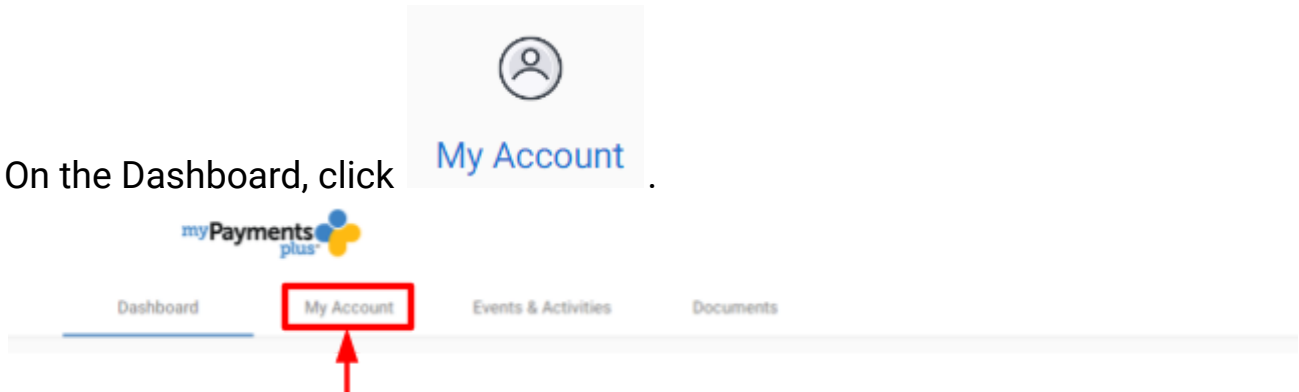
The screenshot shows a form titled "Add Student(s) to Your Account". Below the title, it says "Adding your student(s) from Gwinnett County Public Schools will allow you to manage meal account balances, track meal purchases, pay for school expenses and more." There are two input fields: "Student ID *" and "Student Last Name *". Below the "Student ID" field is a link "Where to find Student ID?". Below the "Student Last Name" field is a link "Change School District". There is a yellow "Add Student" button. To the right, under the heading "My Students", there is a grey box that says "There are 0 students on your account." At the bottom right, there are two buttons: "Skip for Now" and "Done".

Add a student to your account.

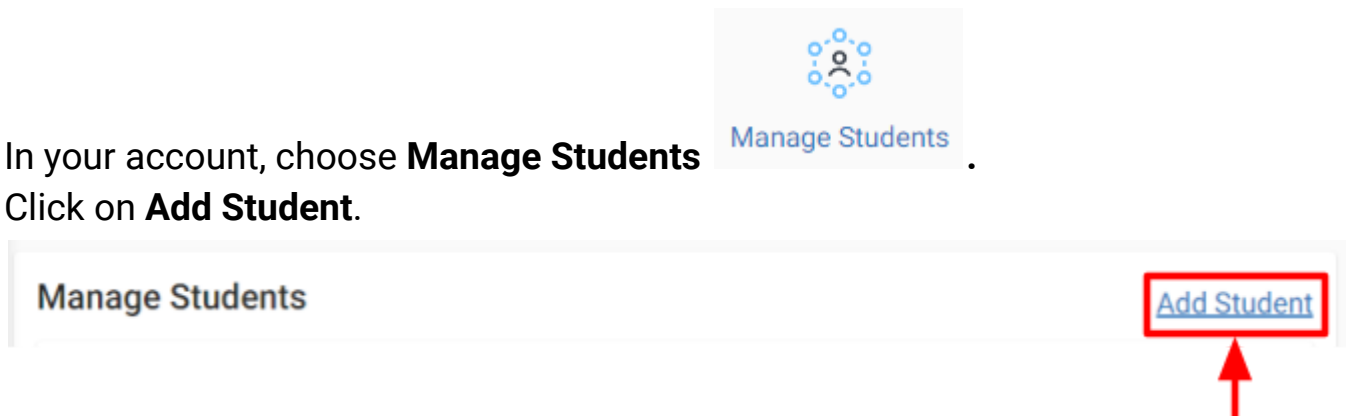


1. Go to <https://www.mypaymentsplus.com/welcome>
2. Log in to MyPaymentsPlus.

3. On the Dashboard, click



4. In your account, choose **Manage Students**
5. Click on **Add Student**.



6. Complete the Add Student box. Then click

A screenshot of the "Add Student" form. The form is titled "Add Student" and is part of the "Manage Students" section. It contains the following fields:

- "Select State *": A dropdown menu with "Georgia (GA)" selected.
- "Select District *": A dropdown menu with "Gwinnett County Public Schools" selected.
- "Student ID *": A text input field with a red error message below it: "Student Id is required. [Where to find Student ID?](#)"
- "Student's Last Name' *": A text input field with a red error message below it: "Last name is required."

At the bottom right of the form, there are two buttons: "Cancel" and "Add Student".