

Orientation Agreement Document Sign off Guide for Parents

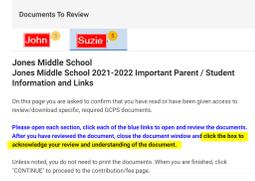
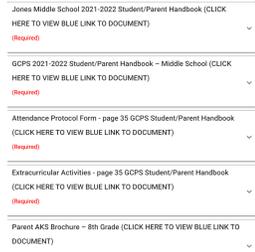
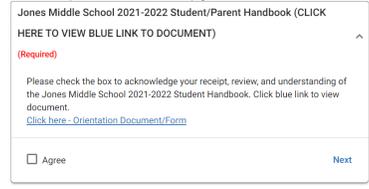
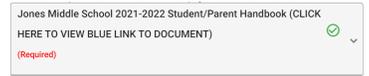
Welcome to the new school year. Each year parents must go into MyPaymentsPlus to sign off on their child's Orientation Agreements documents. **These documents are extremely important and can be found on MyPaymentsPlus.**

Great News! Once you log into MyPaymentsPlus.com, you will be able to see all of your children and their orientation agreements for each of their schools. It is super easy!

First, you must have a MyPaymentsPlus account. Click on English link or Spanish link below to create a MyPaymentPlus account, if you don't already have one. [English](#) [Spanish](#)

If you have a MyPaymentsPlus account but you forgot your password, click **Forgot Password** and a temporary password will be sent to your email address.

MyPaymentPlus parent directions to sign off on Orientation Agreements for this school year.

<p>1. Go to MyPaymentPlus.com website</p>	
<p>2. Login with your username (email address) and password. If you can't remember your password click Forgot Password and an email will be sent with a temporary password.</p>	
<p>3. Click on the tab for one of your children.</p>	
<p>4. In each Orientation Agreement document box, click the arrow pointed downward.</p> <p>The Orientation Agreement documents will provide parents a link to the specific document and a box to click to confirm that you have reviewed the document.</p> <p>You will repeat the same process for all required documents.</p>	
<p>5. Once you have clicked on the down arrow in the Orientation Document Box, you will see a link to the specific document and an Agree box.</p> <p>*Review the document *Click the box next to Agree. By clicking Agree you are letting us know you have reviewed and understand the document.</p>	
<p>6. Once you have clicked the box next to Agree, you will see a green check mark appear in the Orientation Agreement document box.</p>	
<p>7. After reviewing all the documents and clicking the box next to each Agree, you will see a blue button at the bottom of the page. Click on the blue button.</p>	
<p>8. If you have other children in the GCPS School System you can repeat this process by clicking on the tab with their name on it.</p>	

If you have any problems, please contact MyPaymentsPlus support team at 1-877-237-0946.