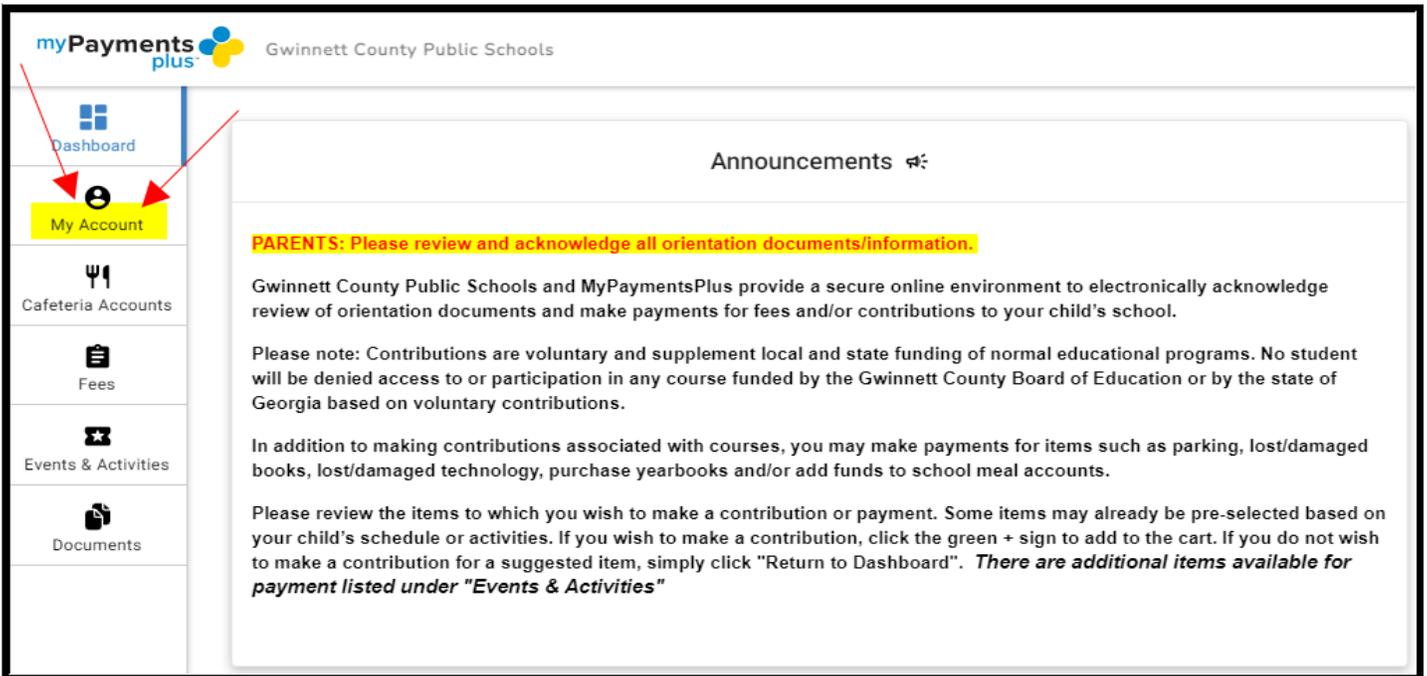
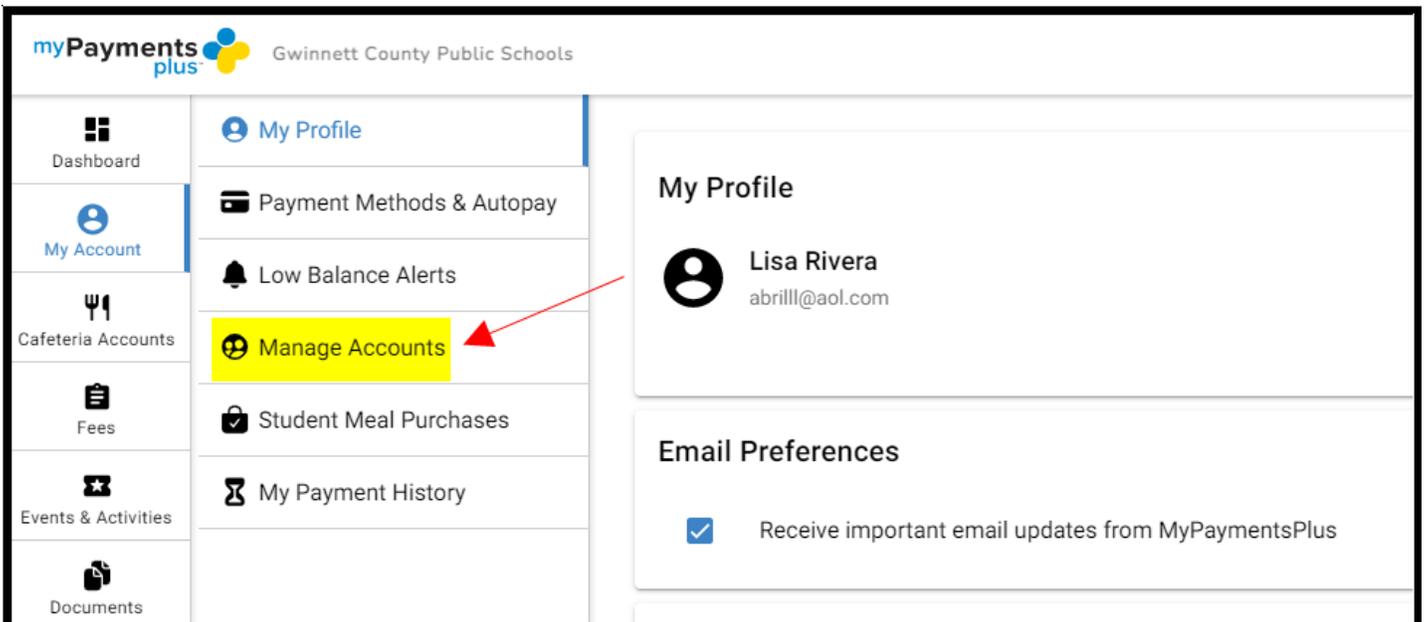


How to Add a Student to an Existing MyPaymentsPlus Account

- 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"

ADD ACCOUNT

Select State *
Georgia (GA)

Select School District *
Gwinnett County Public Schools

Enable Guest Pay

Student/Staff ID* 1

[Where to find Student/Staff ID?](#)

Last Name* 2

Add Account 3

- 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.

