How to Create a MyPaymentsPlus Account


- Click Here:

**Step 1: Add your student/patron to the account.**
- Select your state and school/school district from the dropdowns.
- Next, you will see the box below. Please select “I have a student enrolled or I am a staff member of this district.” (If you are the student, the same directions apply.)

![Please Select One]
- Enter your child’s student ID number and last name (if you are the student, please enter your information).
- Student ID numbers may usually be obtained by contacting your student’s school.
- 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”

- Select:
- If you wish to add another student, repeat step 1.
- Select:

**Step 2: Create your profile.**
- Enter your name, address, and phone number.
- 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.

- Select:
Step 3: Create your sign-in.
- Choose a “Username” that will be easy for you to remember.
- Enter a 7-20 character password. Keep in mind that your password is case sensitive. (1 number and 1 letter required).
- Enter a password hint to help you remember your password.
- Select:

Step 4: Confirm your profile.
- Verify that all information you entered is correct.
- If you need to change any of the information, you can click on the Edit link next to each section title.
- Select:

Step 5: Your registration is complete!
- Sign in by entering the username/password you created in “Step 1”.

Next

Finish Registration