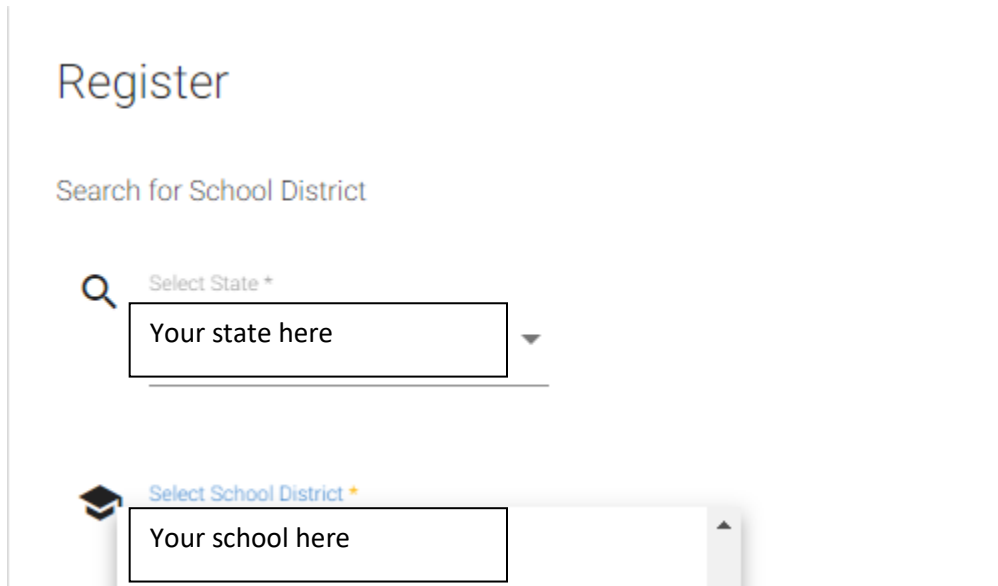


**Step 1:** Visit [MyPaymentsPlus.com](https://MyPaymentsPlus.com) and click Register Now.

**Step 2:** Select your state and then find your school district in the dropdown menu.

A screenshot of the "Register" page. The title "Register" is at the top. Below it is the heading "Search for School District". There are two dropdown menus. The first is labeled "Select State \*" and contains the text "Your state here". The second is labeled "Select School District \*" and contains the text "Your school here".

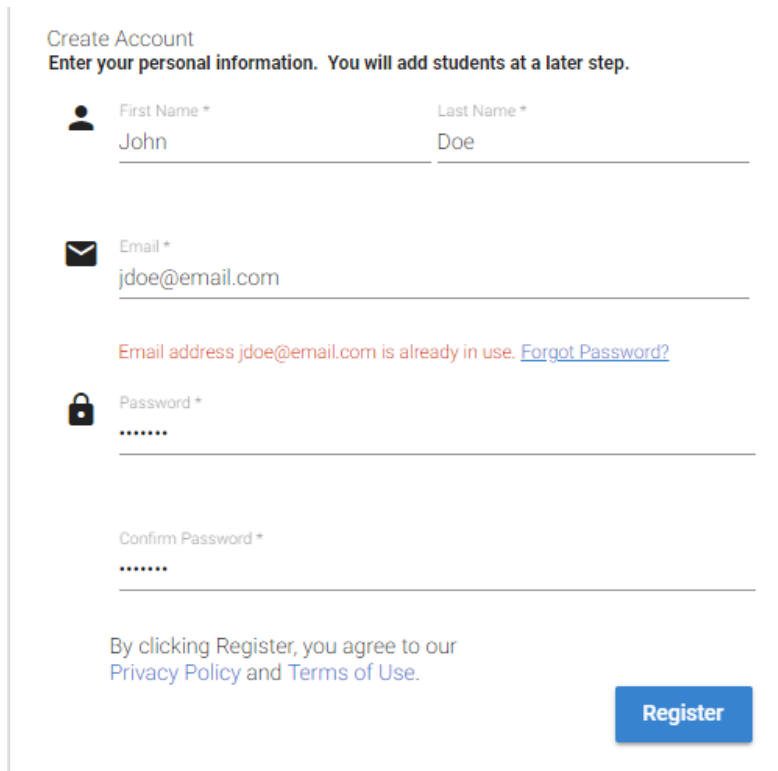
Register

Search for School District

Select State \*  
Your state here

Select School District \*  
Your school here

**Step 3:** Enter your first and last name along with your email address. Create a password that is at least seven characters and includes at least one number. Double-check that everything is accurate before continuing to the next step.

A screenshot of the "Create Account" form. The title "Create Account" is at the top, followed by the instruction "Enter your personal information. You will add students at a later step." There are four input fields: "First Name \*" (John), "Last Name \*" (Doe), "Email \*" (jdoe@email.com), and "Password \*" (masked with dots). Below the email field is a red error message: "Email address jdoe@email.com is already in use. [Forgot Password?](#)". Below the password field is a "Confirm Password \*" field (also masked with dots). At the bottom, there is a checkbox area with the text "By clicking Register, you agree to our [Privacy Policy](#) and [Terms of Use](#)." and a blue "Register" button.

Create Account

Enter your personal information. You will add students at a later step.

First Name \*  
John

Last Name \*  
Doe

Email \*  
jdoe@email.com

Email address jdoe@email.com is already in use. [Forgot Password?](#)

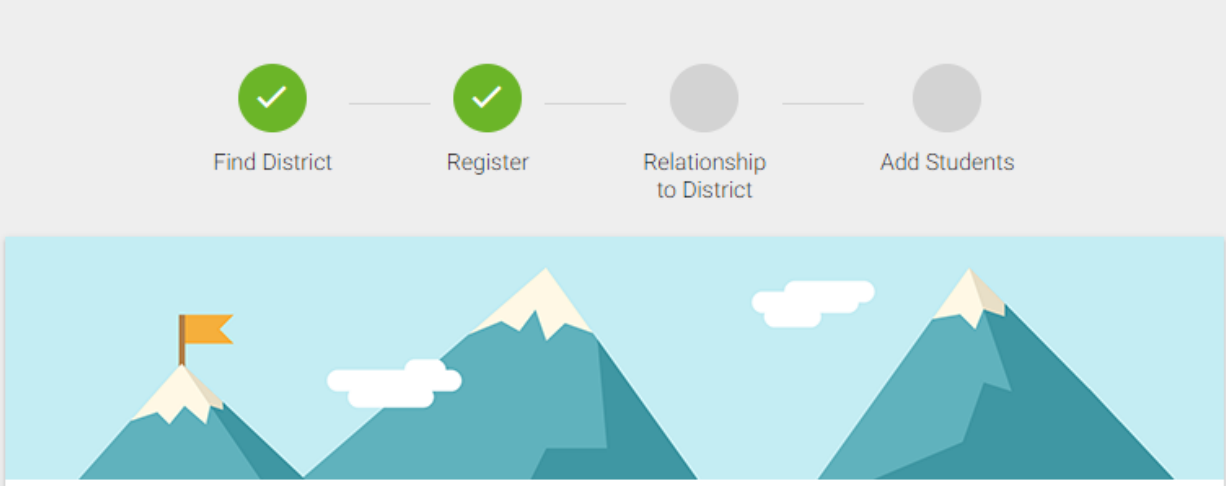
Password \*  
.....

Confirm Password \*  
.....

By clicking Register, you agree to our [Privacy Policy](#) and [Terms of Use](#).

Register

**Step 4:** Select the option that represents you best: parent/guardian, student, staff member, or guest. Click Next after making the appropriate selection.



Find District    Register    Relationship to District    Add Students

## Your Account has been Created!

We've sent a welcome email to the address you provided.

This site will work best if we know your relationship with  
(Check all that apply)

I am a **Parent or Guardian** with student(s)


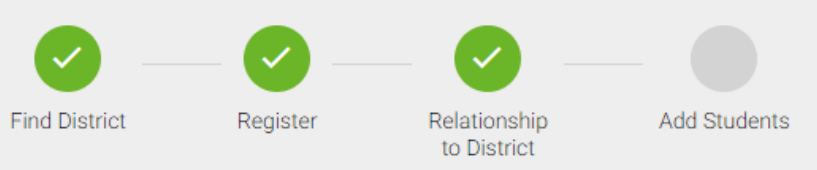
I am a **Student** in the district

I work in the district (**Staff Member**)

I'm a **Guest** interested in district activities and/or I want to support the district

[Next](#)

**Step 5:** Add students to your new account. If you do not know your students' ID numbers, you may skip this step and come back later.



### Add Student(s) to Your Account

Adding your student(s) from  will allow you to manage meal account balances, track meal purchases, pay for school expenses and more.

Student ID \*  
1234567

---

Where to find Student ID?

Student Last Name \*  
Doe

---

**Add Student**

[Change School District](#)

### My Students

There are 0 students on your account.

[Skip for Now](#) **Done**

**Step 6:** Once you have added your students to the account, click Done.

**Congratulations! You are now ready to use MyPaymentsPlus.**