

MyPaymentsPlus Registration Instructions

Step 1 Go to <http://www.MyPaymentsPlus.com>

Step 2 On the upper left side you will see **New Customer? Register for a free account**



Step 3 Using the pull downs, choose the State, District, and enter in you students' Student ID and Last name into the appropriate fields. Once entered, click the button labeled **"Add Student"**

Select the State and District of the student you wish to add.

State:
 District:

If you do not know the Student ID, it may be available from one of the following resources or you may contact your district directly for this information:

- Report card
- School registration paper work
- Student schedule
- Bus card
- Student ID card
- ACT test results
- Transcripts
- School office

Please note: only one student may be added at a time

Student ID: Need Help?
 Student's Last Name:

Step 4 At this point if the correct Student ID and name have been entered, you will receive the message indication that your student has been added.

Add a Student

Select the State and Institution of the Student you wish to add.

State:
 District:
 Student's ID: Need Help?
 Student's Last Name:

Joe Testingcard has been added.
 To add another Student please repeat the steps above.

Step 5 Click the button labeled **Next** to continue



Step 6 Enter in your contact information at this screen.

Your Name
 First name:
 Last name:

Your Address
 Street address:
 Apartment/Building/Suite:
 City:
 State:
 ZIP Code:

Your Phone Number
 Daytime phone number: Ext.
 Evening phone number:

Your E-mail
Enter the e-mail address you would like to have password hints and account confirmations sent.
 (Please verify you have the correct email address.)
 E-mail: (Example:
 jdoe@myemail.com)
 Confirm E-mail:

MyPaymentsPlus Registration Instructions

Step 7 At this point, click **Next**



Your Username

Choose a username to use for MealpayPlus!. The username can contain both letters and numbers (e.g., johnsmith01).

Username: (3-100 characters)

Your Password

Choose a password to use for MealpayPlus. Passwords are CASE SENSITIVE.

Passwords must contain at least 1 number and 1 letter and must be at least 7 characters long.

Select a Password: (7-20 characters)

Confirm Password:

Your Password Hint

In case you forget your password, can give you a hint that can help you remember your password.

Please enter a phrase that describes your password (e.g. anniversary, first pet's name, etc.).

Password Hint:

Step 8 Choose a username and password for your account. This is what you will use to log into the account to manage your child's account

Step 9 At this point, click **Next**



Please review your profile and verify that the information is correct.

If you need to change any of the information, you can return to a step by clicking on the *Edit* link next to each section title.

Once you have verified the information is correct, click the *Finish Registration* link at the bottom of this page to complete the process.

Your Sign In

Username: Petethechef
Password Hint: The cooking PW

Your Contact Information

[Edit](#)

Pete Testingcard Daytime phone: 215-555-1212
1234 Any Road Evening phone: 215-555-1212
Anywhere, Pa. 19000 E-mail: jr2001@email.com

(Please be certain this is correct.)

Your Students

[Edit](#)

Student ID	FullName	Site	District Name	State
9995	Joe Testingcard	Waldron Mercy Academy	Waldron Mercy Academy	PA

If you have verified that all of the information above is correct, then click *Finish Registration* to complete the process.

Step 10 Next you will see the screen where you will verify that the information entered is correct, and make any changes as needed. If all is correct, click the button labeled **Finish Registration**. This will finalize the registration, and log you out.

Step 11

Log back in with the new **username and password** you have just chosen to begin managing your child's account.

