

# Getting Started With *MyPaymentsPlus*



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

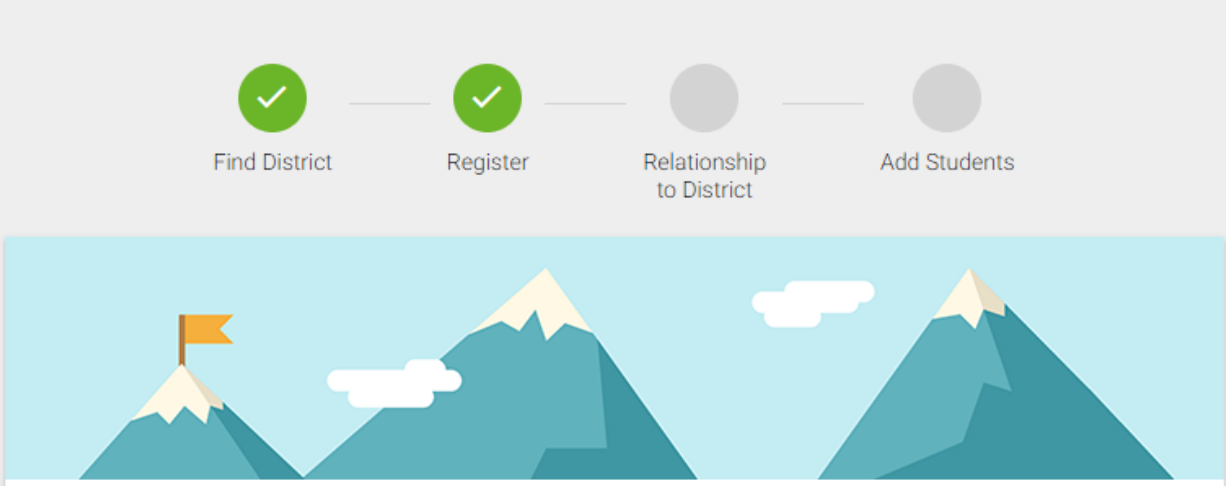
**Step 2:** Select your state and then find your school district from the dropdown menu.

A screenshot of the "Register" page. At the top, the word "Register" is displayed. Below it is a search bar labeled "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".

**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 is "Create Account" and the instruction is "Enter your personal information. You will add students at a later step." The form has four main sections: 1) "First Name \*" with the value "John" and "Last Name \*" with the value "Doe"; 2) "Email \*" with the value "jdoe@email.com" and a red error message below it: "Email address jdoe@email.com is already in use. [Forgot Password?](#)"; 3) "Password \*" with a masked input field containing seven dots; 4) "Confirm Password \*" with another masked input field containing seven dots. At the bottom, there is a line of text: "By clicking Register, you agree to our [Privacy Policy](#) and [Terms of Use](#)." and a blue "Register" button.

**Step 4:** Select the option "I work in the district (Staff Member)." Click Next after making your selection.

A progress indicator at the top shows four steps: "Find District" (green circle with checkmark), "Register" (green circle with checkmark), "Relationship to District" (grey circle), and "Add Students" (grey circle). Below this is a decorative banner with a light blue background, stylized mountains, and clouds.

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:** Enter your employee ID in the "Student ID" box. Next, enter your last name in the "Student Last Name" box and click **Add Student**. Select **Done** to continue.

Find District  Register  Relationship to District  Add Students



### Add Student(s) to Your Account

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

Student ID \*

[Where to find Student ID?](#)

Student Last Name \*

**Add Student**

[Change School District](#)

### My Students

There are 0 students on your account.

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

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