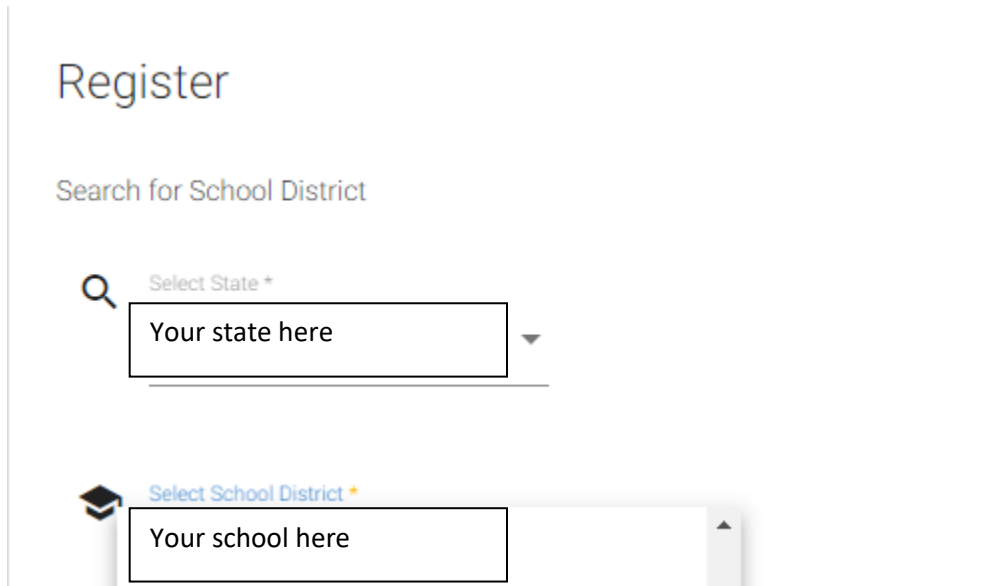


Getting Started with *MyPaymentsPlus*

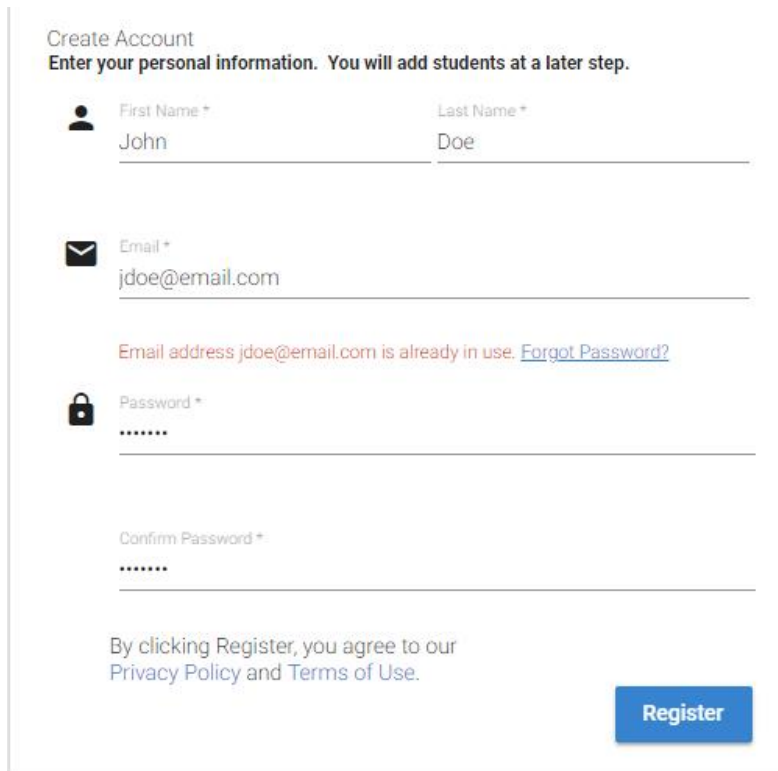
Step 1: Visit www.mypaymentsplus.com and click “register now”

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



The registration form is titled "Register". Below the title is a section labeled "Search for School District". It contains two dropdown menus. The first dropdown is labeled "Select State *" and has a magnifying glass icon to its left. The text "Your state here" is visible in the dropdown. The second dropdown is labeled "Select School District *" and has a graduation cap icon to its left. The text "Your school here" is visible in the dropdown.

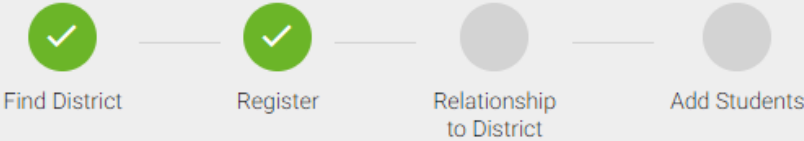
Step 3: Enter your first and last name along with your email address. Create a password that is at least seven characters and includes at least one number. Double-check that everything is accurate before continuing to the next step.




The registration form is titled "Create Account". Below the title is a section labeled "Enter your personal information. You will add students at a later step." It contains several fields: "First Name *" with a person icon, "Last Name *" with a person icon, "Email *" with an envelope icon, "Password *" with a lock icon, and "Confirm Password *" with a lock icon. The "First Name" field contains "John", the "Last Name" field contains "Doe", and the "Email" field contains "jdoe@email.com". Below the "Email" field is a red error message: "Email address jdoe@email.com is already in use. [Forgot Password?](#)". The "Password" and "Confirm Password" fields are masked with dots. At the bottom of the form is a blue "Register" button.

Getting Started with *MyPaymentsPlus*

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)

Your school here

- ☐ I am a **Parent or Guardian** with student(s) in Cobb County Schools
- ☐ 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

Getting Started with *MyPaymentsPlus*

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.

✓

Find District


✓

Register

✓

Relationship to District

Add Students



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.