

Creating a My Payments Plus Account



Visit <http://www.mypaymentsplus.com> and click the **Register a FREE account** link in the blue box.

(Once you have created a My Payments Plus account, you will go to this same page and log in with your username and password.)

The registration process is somewhat reverse from what you might expect: first you will attach yourself to a school (South Forsyth High School), then you will identify which student(s) should be connected to your account, and then you will enter your account information.

Begin Registration

Select **Georgia (GA)** as the **State** and **Forsyth County Schools** as the **District**. As we are the only school using My Payments Plus in FCSS, you will not have to select a school.

Select the State and Institution you wish to register with

State:

District:

In the second box, please select the appropriate choice whether you are a parent of a student and/or a staff member, or if you are a guest.

Please Select One

I have a student enrolled or I am a staff member of this district.

I am a guest and do not have a student enrolled.

NOTE: multiple family members (both parents, grandparents, etc.) may have their own account, and have a particular student attached to that account.

If you select **I have a student...**, you will see the **Add a Student** section. Enter the student number and last name of the student and click **Add Student**.

Add a Student

Student's ID: ?

Student's Last Name:

Your Managed Students

Note: a dimmed row indicates an inactive Student. Please contact your institution if your Student should be active.

You must have at least one Student in your Managed Students list.

If you are a staff member, enter your staff number in the **Student's ID** box and your last name in the **Student's Last Name** box.

Repeat the Add a Student process if you have multiple students attending SFHS.

Click the **Next** button.

Create Your Profile

Complete the profile information as indicated. Both a Daytime and Evening phone number must be included.



[Need help? Click here.](#)

If you wish to receive email updates regarding our My Payments Plus portal, check the box under **Your Email Updates**.

When finished, click **Next**.

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:

Your Email Updates

Receive important email updates from your Student's district and MyPaymentsPlus.

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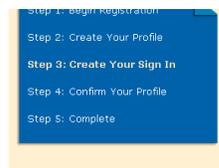
[Cancel registration](#)

Create Your Sign In

Create a **Username** and **Password** you will use to access your account.

Usernames cannot contain any symbols or spaces, and may not be all numbers.

Once complete, click **Next**.



[Need help? Click here.](#)

Your Username

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

Username: (3-100 characters)

Your Password

Choose a password to use for MyPaymentsPlus. 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, MyPaymentsPlus can give you a hint that can help you remember your password. Please enter a phrase that describes your password (e.g. anniversaries, first pet's name, etc.).

Password Hint:

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[Cancel registration](#)

Confirm Your Profile

You will be shown a summary page of the account information you have entered. If any of it is incorrect, click the **Edit** link to the right of that section to change it.

Under **Your Students**, you will see any students you have attached to your account, as well as yourself as a "student".



[Need help? Click here.](#)

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 MyPaymentsPlus Sign In

Username:

Password Hint: default

Your Contact Information [Edit](#)

John Doe Daytime phone: 7707812264
585 Peachtree Parkway Evening phone: 7707812264
Cumming, GA 30041 E-mail:

(Please be certain this is correct.)

Your Students [Edit](#)

Student ID	FullName	District Name	State
<input type="text"/>	<input type="text"/>	Forsyth County Schools	<input type="text"/>
<input type="text"/>	John Doe	Forsyth County Schools	GA

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

[Finish Registration](#)

Click the **Finish Registration** button at the bottom to complete the process.