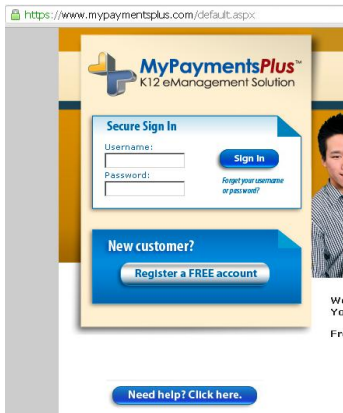


Creating a My Payments Plus Account



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.

A screenshot of a registration form. It has a title "Select the State and Institution you wish to register with". Below the title are two dropdown menus. The first is labeled "State:" and has "Georgia (GA)" selected. The second is labeled "District:" and has "Forsyth County Schools" selected.

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.

A screenshot of a registration form. It has a title "Please Select One". Below the title are two radio button options. The first is "I have a student enrolled or I am a staff member of this district." and the second is "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**.

A screenshot of the "Add a Student" section of the registration form. It has a title "Add a Student". Below the title are two input fields: "Student's ID:" and "Student's Last Name:". To the right of the "Student's ID:" field is a question mark icon. Below the input fields is a button labeled "Add Student". Below the "Add Student" section is a section titled "Your Managed Students". Below this section is a note: "Note: a dimmed row indicates an inactive Student. Please contact your institution if your Student should be active." Below the note is a yellow box with red text that says "You must have at least one Student in your Managed Students list." At the bottom right of the form is a "Next" button with a right-pointing arrow.

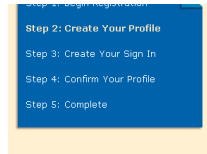
If you are a staff member, enter your staff number in the **Student's ID** box and your last name in the **Student's Last Name** box.

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.

[Back](#) [Next](#)

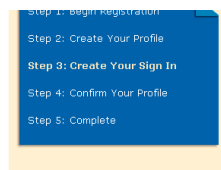
[Cancel registration](#)

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:

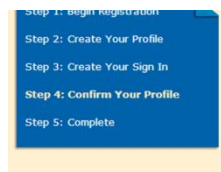
[Back](#) [Next](#)

[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.