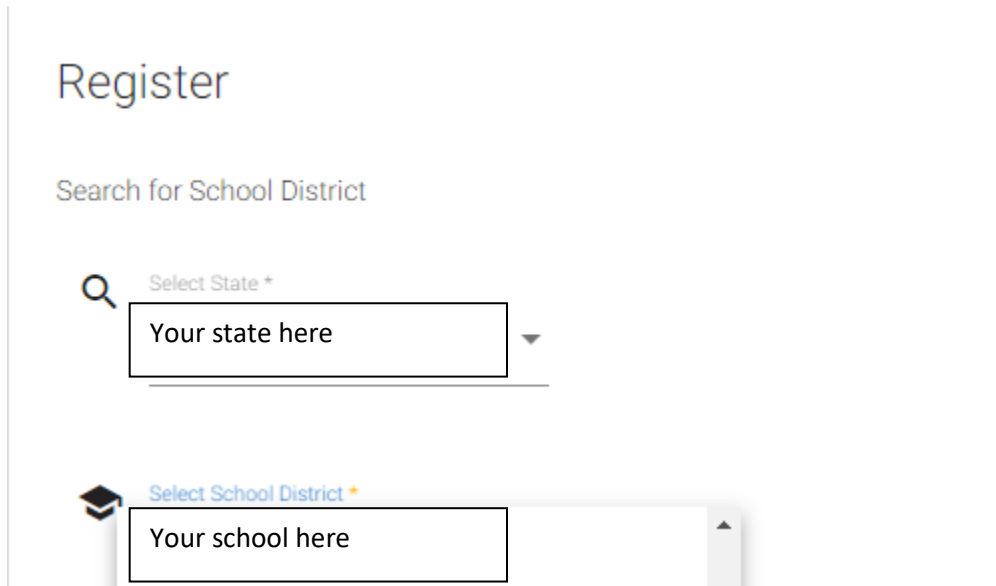
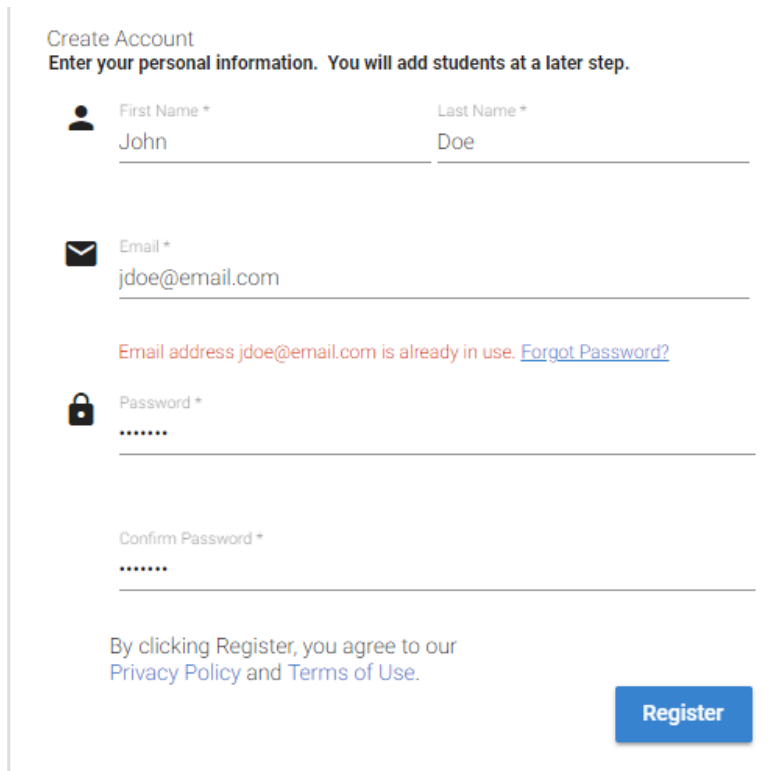


**Step 1: Visit [www.mypaymentsplus.com](http://www.mypaymentsplus.com) and click “register now”**


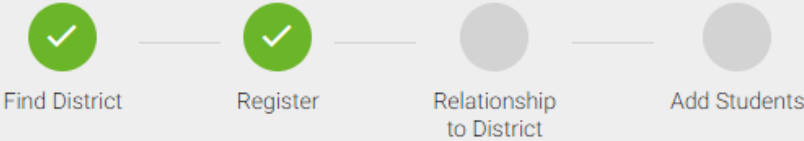
**Step 2: Select your state and then find your school district in the dropdown menu.**

A screenshot of the registration page. At the top, the word "Register" is displayed in a large, light blue font. Below it, the text "Search for School District" is shown. There are two search fields. 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". Both fields have a magnifying glass icon to their left and a dropdown arrow to their right.

**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 "Create Account" is at the top, followed by the instruction "Enter your personal information. You will add students at a later step." The form has four main sections: 1. "First Name \*" and "Last Name \*" fields with the example text "John" and "Doe" respectively. 2. "Email \*" field with the example text "jdoe@email.com". Below this field is a red error message: "Email address jdoe@email.com is already in use. [Forgot Password?](#)". 3. "Password \*" field with a lock icon and a masked password ".....". 4. "Confirm Password \*" field with a masked password ".....". 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 that represents you best: parent/guardian, student, staff member, or guest. Click next after making the appropriate selection.**



Your Account has been Created!

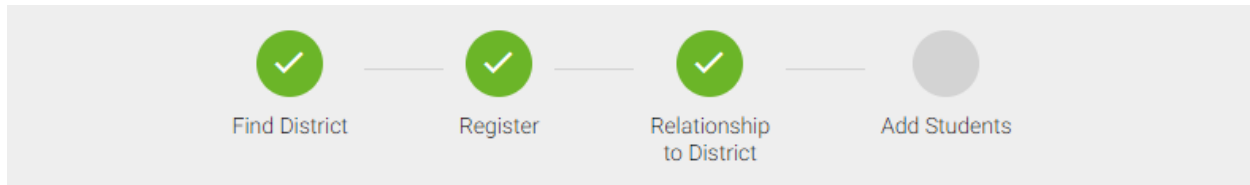
We've sent a welcome email to the address you provided.

This site will work best if we know your relationship with  (Check all that apply)


- I am a **Parent or Guardian** with student(s) 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](#)

**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.**