How to Add a Student to an Existing MyPaymentsPlus Account

- Go to www.MyPaymentsPlus.com and log into your existing account.
- On the first screen, click "My Account"

| myPayments plus | Gwinnett County Public Schools |
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| Dashboard | Announcements 🕫 |
| My Account Ψ ¶ Cafeteria Accounts | PARENTS: Please review and acknowledge all orientation documents/information. Gwinnett County Public Schools and MyPaymentsPlus provide a secure online environment to electronically acknowledge review of orientation documents and make payments for fees and/or contributions to your child's school. |
| Fees (| Please note: Contributions are voluntary and supplement local and state funding of normal educational programs. No student will be denied access to or participation in any course funded by the Gwinnett County Board of Education or by the state of Georgia based on voluntary contributions. |
| Events & Activities | In addition to making contributions associated with courses, you may make payments for items such as parking, lost/damaged books, lost/damaged technology, purchase yearbooks and/or add funds to school meal accounts. |
| Documents | Please review the items to which you wish to make a contribution or payment. Some items may already be pre-selected based on your child's schedule or activities. If you wish to make a contribution, click the green + sign to add to the cart. If you do not wish to make a contribution for a suggested item, simply click "Return to Dashboard". <i>There are additional items available for payment listed under "Events & Activities"</i> |
| | |

• Click "Manage Accounts"

| myPayments plus | Gwinnett County Public Schools | |
|---------------------|--------------------------------|---|
| Dashboard | My Profile | |
| θ | Payment Methods & Autopay | My Profile |
| Wy Account | Low Balance Alerts | B Lisa Rivera abrill@aol.com |
| Cafeteria Accounts | Manage Accounts | |
| Fees | Student Meal Purchases | Email Preferences |
| Events & Activities | X My Payment History | |
| ŝ | | Receive important email updates from MyPaymentsPlus |
| Documents | | |

Click "Add Account"

| My Profile | No | |
|---------------------------|--|-------------|
| Payment Methods & Autopay | Manage Accounts Student/Staff Accounts | Add Account |

- Make sure the state of Georgia and Gwinnett County Public Schools are listed. Follow instructions 1-3 below:
 - 1. Enter the student's 9- digit ID number
 - 2. Enter the student's last name.
 - For last names with an apostrophe, leave out the apostrophe and use a space instead.
 - If student has a double last name try the full hyphenated name.
 - If that does not work, enter both names without the dash
 - If that does not work, enter the very last name
 - If that does not work, contact the school for assistance.
 - 3. Click "Add Account"

| | ADD ACCOU | NT |
|--------------------------|---------------------|------------|
| Select State * | | _ |
| Georgia (GA) | | * |
| Select School District * | | |
| Gwinnett County Pu | ublic Schools | * |
| | Enable Guest P | Pay |
| Student/Staff ID* | 1 | |
| Whe | ere to find Student | /Staff ID? |
| Last Name [*] 2 | | |
| | Add Account | 3 |
| | | |

• The student's name will now show in your account. Click on the "Events & Activities" tab to see what items are listed for payment at your student's school.

