

How to Create a MyPaymentsPlus Parent Account

- 1. Visit <u>www.MyPaymentsPlus.com</u> and click on "Register Now".
- 2. Select "Georgia (GA)" as your state and "Gwinnett County Public Schools" as your institution in the dropdown.
- 3. Create a profile by entering your name, email, and password and click "Register".
- 4. Select "I am a Parent or Guardian with student(s) in Gwinnett County Public Schools," then click "Next".
- 5. To link your student's account, enter your student's GCPS ID and last name. Once you have entered your student's information then click "Done".
 - Student ID numbers may usually be obtained by contacting your student's school.
 - If your child's last name has a suffix, please keep that in mind when entering the last name. Ex. "Smith Jr." "Smith IV" "Smith-Arnold"
- 6. You will receive an email confirming your registration is complete. You may enter your username and password to begin using MyPaymentsPlus.