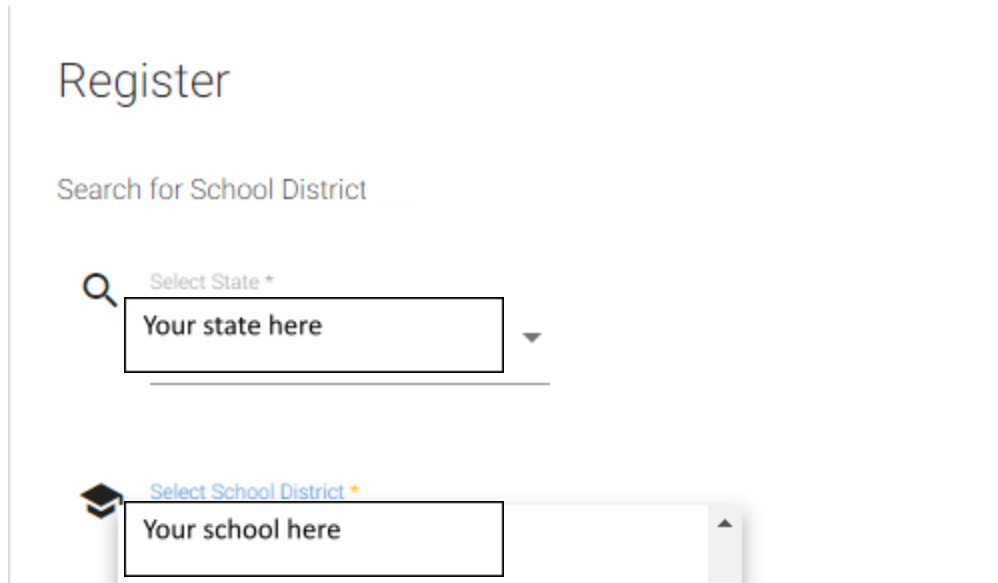


# Getting Started with *MyPaymentsPlus*

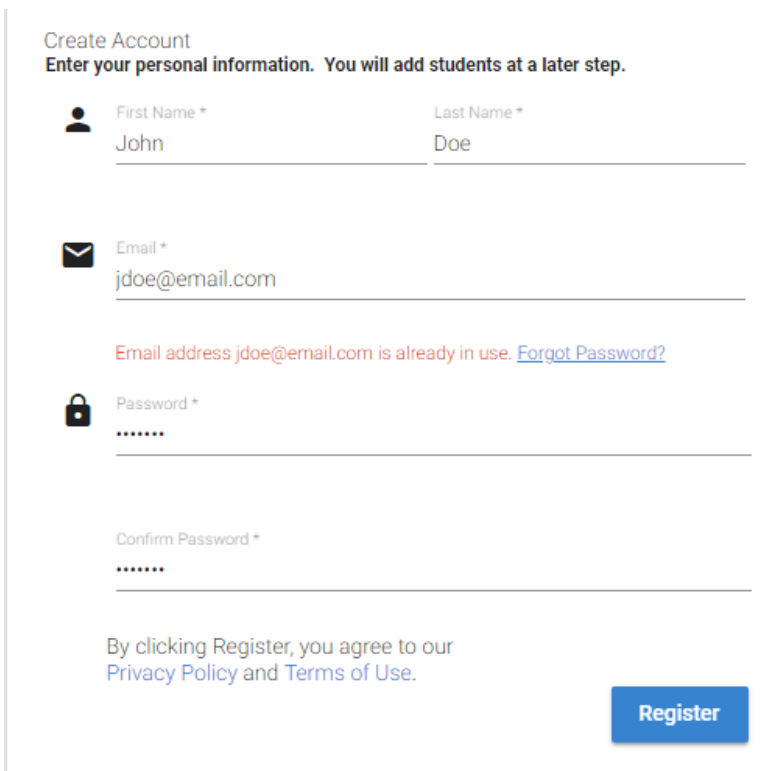
**Step 1: Visit [www.mypaymentsplus.com](http://www.mypaymentsplus.com) and click “register now”**

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



The screenshot shows a registration form titled "Register". Below the title is a search bar labeled "Search for School District". There are two dropdown menus: 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".

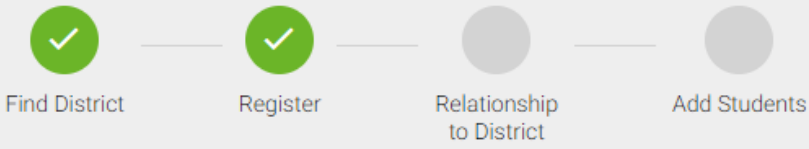
**Step 3: Enter your first and last name along with your email address. Create a password that is at least seven characters and includes at least one number. Double-check that everything is accurate before continuing to the next step.**




The screenshot shows a registration form titled "Create Account". Below the title is the instruction "Enter your personal information. You will add students at a later step." There are four input fields: "First Name \*" (containing "John"), "Last Name \*" (containing "Doe"), "Email \*" (containing "jdoe@email.com"), and "Password \*" (containing "....."). Below the email field is a red error message: "Email address jdoe@email.com is already in use. [Forgot Password?](#)". Below the password field is a "Confirm Password \*" field (containing "....."). At the bottom, there is a blue "Register" button and a link to "Privacy Policy and Terms of Use."

# Getting Started with *MyPaymentsPlus*

**Step 4: Select the option that represents you best: parent/guardian, student, staff member, or guest. Click next after making the appropriate selection.**



Find District    Register    Relationship to District    Add Students



## 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](#)

# Getting Started with *MyPaymentsPlus*

**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 students(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.**