



Helpful tips regarding your MyPaymentsPlus Student Meal Account

❖ Setting up Low-Balance E-mail Notifications & Auto Payments online:

- 1.) Log-in to your account at: www.MyPaymentsPlus.com
- 2.) Each of the customized settings have a button pertaining to that setting



- 3.) By clicking either the Low-Balance Notifications button or the Auto-Pay button, you will then enter the dollar amount that you want to outline as the "lowest amount" your student's account will hit before a low-balance e-mail notification or auto-payment is processed.
- 4.) If your school offers both Meal and General accounts for their cafeteria deposits, be sure to click the box for the desired account in which you are referring to. (As a reminder, Meal accounts allow for one plated meal per lunch/breakfast, whereas the General account enables the student to eat multiple meals and a la carte options.)
- 5.) Be sure to click "**Save Changes**" when you are finished.

❖ Forgot your password?

- 1.) Click "Forgot username or password?" and enter your email address in the location provided for a link to be sent to that email. (Please note: you must use the email you registered with).

❖ Need help?

- 1.) Our MyPaymentsPlus Support Team can be M-F, 7:30 AM EST – 5:30 PM EST at: (877) 237-0946, via online chat on our website or via email at: support@mypaymentsplus.com