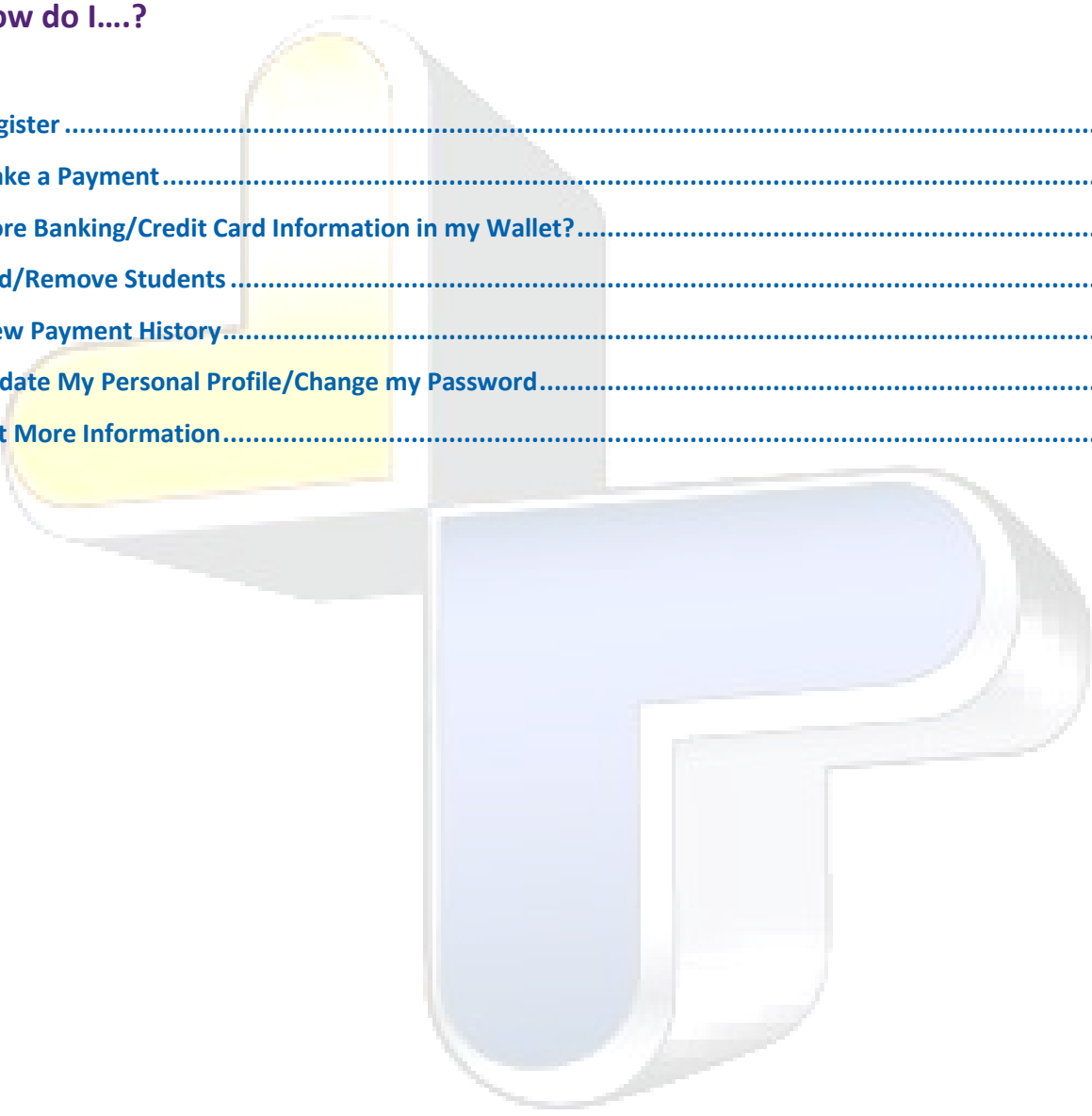




MyPAYMENTSPLUS

QUICK REFERENCE GUIDE

How do I....?



Register	3
Make a Payment	5
Store Banking/Credit Card Information in my Wallet?	6
Add/Remove Students	7
View Payment History	8
Update My Personal Profile/Change my Password	9
Get More Information	10

MyPaymentsPlus Quick Reference Document

How to Create a MyPaymentsPlus Account

- Go to www.MyPaymentsPlus.com
- Click Here:



Step 1: Add your student/patron to the account

- Select your state and school/school district from the dropdowns
- Enter your child's student ID number and last name
 - Student ID numbers may usually be obtained by contacting your student's school
 - If your child's last name has a suffix, please keep this in mind when entering the last name. Ex. "Smith Jr." "Smith IV" "Smith-Arnold"
- Select :

Add Student

- If you wish to add another student, repeat step 1
- Select:

Next >

Step 2: Create your profile

- Enter your name, address, and phone number
- Enter an active e-mail address. It's important to enter a correct address so that you can receive e-mail reminders, username/password information, and payment confirmations.
- Select:

Next >

Step 3: Create your sign-in

- Choose a "Username" that will be easy for you to remember
- Enter a 7-20 character password. Keep in mind that your password is case sensitive. (1 number and 1 letter required)
- Enter a password hint to help you remember your password.
- Select:

Next 

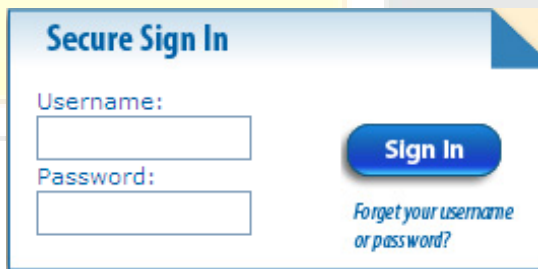
Step 4: Confirm your profile

- Verify that all information you entered is correct
- If you need to change any of the information, you can click on the *Edit* link next to each section title.
- Select:

[Finish Registration](#)

Step 5: Your registration is complete

- Select:
- Sign in by entering the username/password you created in “Step 1”



Secure Sign In

Username:

Password:

[Sign In](#)

Forget your username or password?

How do I make a Payment?

- Sign in by entering your username/password
- Scroll down to the bottom of the homepage or select:

[Make a Payment](#)

- You may pay for several items in a single transaction. Simply choose your category and check the appropriate “pay” boxes next to the items you wish to pay for.

	Amount	Pay
Neuqua Valley Athletic Activity Ticket details	\$ 15.00	<input checked="" type="checkbox"/>

⊕ Athletic Fees

⊕ Driver's Education

⊕ Indian Prairie Education Foundation Donation

⊕ Music

⊕ Registration & Technology fees

- Select:

[Continue Payment](#)

- Choose your payment method by using selecting it from the dropdown:

-Select Account-
-Select Account-
My Credit Card
My Checking/Savings

- Enter your credit card/checking information
 - Tip: You can save this account information to a **secure** wallet profile so that you won't be required to re-enter it each time you make a payment. This payment method will become a stored option, available to you for future use.

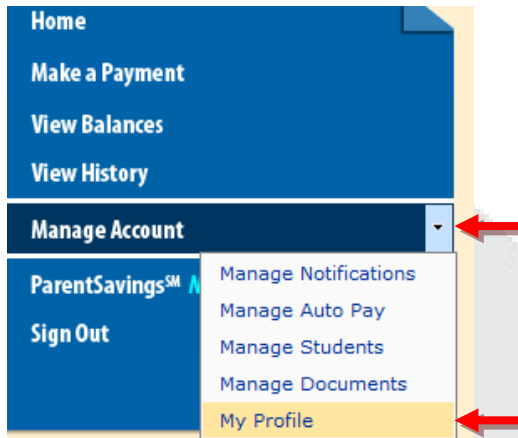
- Select:

[Continue Payment](#)

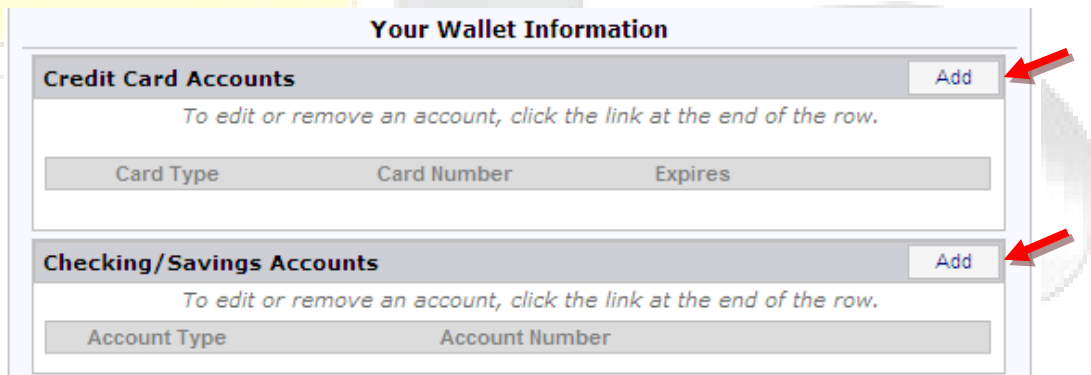
- Review the final screen to verify that everything has been entered correctly, and confirm your payment.

How do I store banking/credit card information to my wallet?

- Sign in by entering your username/password
- In the “Preferences” area, select::

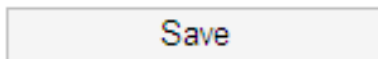


- Scroll down to “your wallet information” and choose “add” for the “credit card” and/or “checking/savings account”



- Enter your credit card/checking information
 - Tip: Storing your credit card/checking information in your secure “wallet” will prevent you from having to re-enter your information at check-out. You can also choose any of your stored methods of payment when setting up the auto-replenish feature.

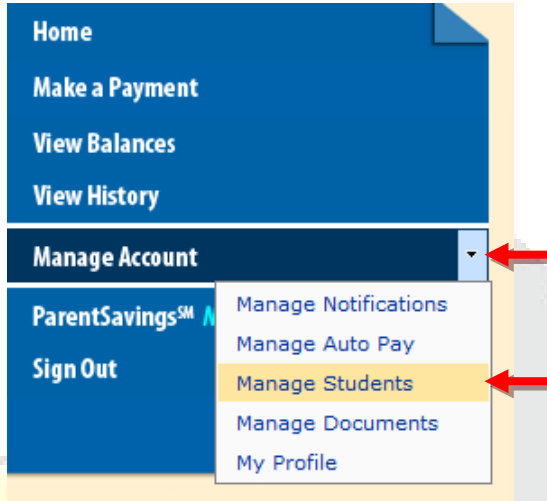
- Select:



- Repeat the above steps to add additional payment methods to your “wallet.”

How do I add/remove students?

- Sign in by entering your username/password
- Under “Preferences,” select “Add/Remove Students”:



- Select the appropriate state and school district /institution
- Enter your child’s student ID number and last name
 - ID numbers may be located on a report card or bus schedule. If you don’t have your ID number, contact our support department to learn how you can obtain this information: 1-877-237-0946.
 - If your child’s last name has a suffix, please keep this in mind when entering the last name. Ex. “Smith Jr.” “Smith IV” “Smith-Arnold”
- Select :
- Repeat to add additional students.
- To remove a student, simply click on “remove” under “your managed students”

Your Managed Students

To remove a student, click the Remove link at the end of the row.

Note: a dimmed row indicates an inactive student. Please contact your district if your student should be active.

Student ID	Student Name	District	School	State	
					Remove

How do I view payment history?

- Sign in by entering your username/password
- Select:



b

- Select a range of dates within the last 12 months for which you would like to see payment history for and select "View"

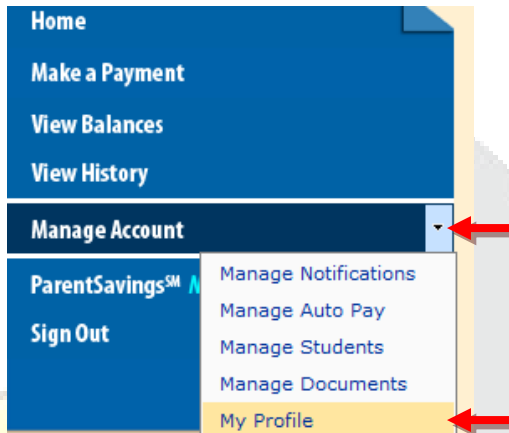
Payment history from to

- Note: You will only be able to see payments made via MyPaymentsPlus. Cafeteria payments made to the school will not show in the "Payment History", but will reflect in the balance. You can print a receipt and track payments for all deposits made through MyPaymentsPlus.

How do I update my personal profile and/or change my password?

It is important to keep your profile up to date. Make sure your information remains accurate:

- Sign in by entering your username/password
- In the “Preferences” area, select:



- Edit any of your personal information such as: name, address, e-mail address, and phone number, etc. Your username **cannot** be changed.
- Toward the bottom of the page, select:

[Save User Profile](#)

- To change your password, select:

A screenshot of a form section titled "Your Username". It contains two input fields: "Username:" and "Password:". To the right of the "Password:" field is a button labeled "Change Password". A red arrow points to the "Change Password" button.

- Enter your previous and new login password, then select “Change Password”

A screenshot of a form section titled "Your Password". It contains three input fields: "Enter your login Password:", "Enter your New Password:" (with a note "(7-20 characters)" to its right), and "Confirm New Password:". Below the input fields are two buttons: "Change Password" and "Return to Profile". A red arrow points to the "Change Password" button.

Additional Information

MyPaymentsPlus provides a secure, convenient and flexible way for parents to manage their student's school account while delivering districts and organizations significant business benefits.

- For additional information, check out our Frequently Asked Questions:
www.MyPaymentsPlus.com/FAQ.aspx
- Join our Facebook family to receive tips, updates, and promotional offers! Become a fan by visiting our Facebook page at: www.facebook.com/MealpayPlus.com

