


How to Create a MyPaymentsPlus Account to Pay Online for School Meals


Go to www.MyPaymentsPlus.com




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. If you are a staff member, please enter your employee ID number.
- Student ID numbers may 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"
- Click 
- If you wish to add another student, repeat step 1.


Step 2: Create your profile

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

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. (One number and one letter are required.)
- Enter a password hint to help you remember your password.
- Click 

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.
- Click 

Step 5: Your registration is complete!

- Sign in by entering the username/password you created in "Step 1."