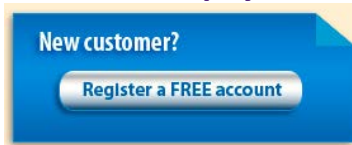


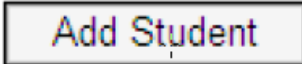
How to Create a MealpayPlus Account



Go to www.MyPaymentsPlus.com and Click Here:

Step 1: Add your student/patron to the account

- Select "**Georgia**" from the state dropdown and "**Gwinnett County Public Schools**" from the district dropdown
- Enter your **child's student ID number and last name**
- Student's should know their ID number, you may also contact your student's school to obtain this information
- 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" *USE THE EXACT NAME that appears on the registration papers at our school.*



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



- Select:

Step 2: Create your profile

- Enter your parent 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 confirmation emails.



- Select:

Step 3: Create your sign-in

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



- Select

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:

Step 5: Your registration is complete

- Select: A rounded rectangular button with a light blue background and a white border. The text "Continue to Sign In" is in blue.

- Sign in by entering the username/password you created in "Step 1"
- Save this paper so that you can refer to it in case you forget your username and/or password. Keep it in a secure place.



*Forget your username
or password?*

***If you have issues with your account, please select** **as the local school does not have access to your personal login information. Thank you.**