

## How to Create a MyPaymentsPlus Account

1. Visit [www.MyPaymentsPlus.com](http://www.MyPaymentsPlus.com) and click on “Register a Free Account”.
2. Select “GA” as your state and “Gwinnett County Public Schools” as your institution in the dropdown.
3. Enter your student’s ID number and last name. If you wish to add another student, repeat this step. Otherwise, click “Next”.
4. Create a profile by entering your name, address, phone number and e-mail and click “Next”.
5. Create your sign-in by choosing a username, a password, a hint and click “Next”.
6. Confirm your profile by verifying that your information is correct and select “Finish Registration”.
7. Once your registration is complete, click “Continue to Sign in” and enter your username/password to begin using MyPaymentsPlus.