

# A Parent's Guide to Using MyPaymentsPlus in BPS

MyPaymentsPlus is a website that BPS has used for the past few years to enable parents to put money in their student's lunch account without having to come to the school or send a check that could get lost. Beginning on July 1, 2015 the capabilities of this program are expanding so that a host of fees can all be paid online. The best part about this is that there is **no longer a surcharge**. BPS encourages parents to pay in this fashion as it will streamline the process on both ends and will provide parents a better way to track payments.

## Using MyPaymentsPlus

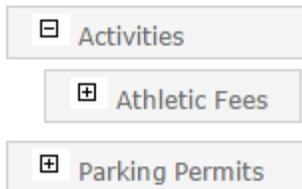
1. To begin, access the MyPaymentsPlus website at: <http://www.mypaymentsplus.com>
2. Once there, log in using your existing credentials if you have them. If not, create an account by selecting "Register for a Free Account."



The screenshot shows the MyPaymentsPlus website interface. At the top, there is a 'Secure Sign In' section with two input fields: 'Email or Username:' and 'Password:'. A blue 'Sign In' button is positioned to the right of the 'Email or Username:' field. Below the 'Sign In' button, there is a link that says 'Forget your username or password?'. Below the sign-in section, there is a blue banner with the text 'New customer?' and a white button with the text 'Register a FREE account'.

- a. Please note: When creating a new account, you will need your student's school issued ID number. If you or your student do not know it, you can call their school to obtain it.
3. After creating an account, you will land on a screen that gives you the option for "Cafeteria Account Payments" or "Other Payments."

### Other Payments



The screenshot shows the 'Other Payments' section of the website. It contains three expandable boxes, each with a plus sign icon on the left. The boxes are labeled 'Activities', 'Athletic Fees', and 'Parking Permits'.

4. The options under the "Other Payments" may vary by school. However, when the boxes are expanded you will see the many different options for payments. It is in this location where you may be able to pay for:
  - a. School Planners
  - b. Athletic Fees
  - c. Athletic Passes
  - d. Parking Permits (additional parking agreement info required)
  - e. And more
5. Once you have checked the appropriate boxes and included the appropriate amounts in the accounts of your choosing, you can continue payment in the bottom right hand corner.



The screenshot shows a blue button with the text 'Continue Payment' and a yellow arrow pointing to the right. Below the button, there is a blue link with the text 'Cancel payment'.

6. Fill in your payment info and you will be finished.
7. A reminder that there is **no longer a fee** associated with using this service.