



# How do I make a Payment? MyPaymentsPlus

Go to [www.MyPaymentsPlus.com](http://www.MyPaymentsPlus.com).

1. Sign in by entering your username/password.
2. Scroll down from the homepage or select Make a Payment.
3. Cafeteria Payments: Add money to an account by entering your desired payment amount into the Payment field for each student/patron. The amount you entered will automatically reflect in the Meals Subtotal Amount.

*Tip: You may have the option to designate how your child's funds will be spent. Place funds into the "meal" account to allow purchase of one-plated meals. Add funds to the "general" account to allow purchase of meals as well as a la carte items.*

4. Other Payments: You may pay for other items in addition to cafeteria payments in a single transaction. Choose your category and check the appropriate Pay checkboxes next to the items you wish to pay for.
5. Select Continue Payment.
6. Confirm that your payment amounts to each account are correct.
7. Choose your payment method by using selecting it from the dropdown:
8. 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.*

9. Select Continue Payment.
10. Review the final screen to verify that everything has been entered correctly, and confirm your payment.