Completing Back to School Documents on myPaymentsPlus

1. Go to https://www.mypaymentsplus.com/welcome
   b. Need to add a student? See the directions below.
3. After logging in, a box like the one below will pop up immediately.

4. Scroll down to the first box **Brookwood Elementary School 2021-22 Student Parent Handbook**. Click on the box to expand it.

5. Any documents to be reviewed are linked in the box. Click the **Agree**. A green check mark will appear and the box will collapse.
6. The following box, **GCPS 2021-22 Student/Parent Handbook - Elementary School** will expand. Review the linked documents then click **Agree**.

7. Complete the remaining boxes tasks. You will want to see a ✔️ to the right of each task.

8. Then click on the **Sign 5 Documents** button to complete for that child.

9. You will be taken to the next child and repeat the steps for that child.

10. Once the documents for all children have been completed, the **Suggested Fees & Activities** box will appear. The fees for all children enrolled are listed in the same box.

11. Click
12. If the parent has selected PTA membership, then they will be taken to a form to complete.

13. After completing the PTA membership form and paying for fees, the parent has completed all forms.
Register for an account with

1. Go to https://www.mypaymentsplus.com/welcome
2. Click on Register Now.
3. Complete the Register box. Note the selections for Search for School District below. Then click Register.
4. You will now choose your relationship to the district. Make sure to choose [ ] I am a **Parent or Guardian** with student(s) in Gwinnett County Public Schools. Then click [Next].

5. You will now add students to your account. Input your student’s student ID number and last name. Then click the Add Student button. Complete this for each student you need on your account. Then click **Done**.
Add a student to your account.

1. Go to https://www.mypaymentsplus.com/welcome
4. In your account, choose Manage Students.
5. Click on Add Student.
6. Complete the Add Student box. Then click Add Student.