



## How to Complete a Pop-up Form in MyPaymentsPlus

Note: In this example, we are completing the Alternate Transportation Parent Authorization Form

1. Locate the form. The example form is listed under the “Transportation” category.
2. **Check the box** to add the form to the cart.

The screenshot shows the MyPaymentsPlus interface. On the left is a navigation menu with options: Home, Make a Payment, View Balances, View History, Manage Account, Sign Out, Need help?, and District (Gwinnett County Public Schools). Below the menu is a social media share button. The main content area features an important message from Gwinnett County Public Schools, followed by buttons for Low Balance Notifications, Auto Pay, Online Payment History, and Purchase History. Below these is a note about cafeteria account payments. The 'Cafeteria Account Payments' section contains a table with columns for Pending, Pending Transfer, Balance, and Payment. Below the table is a section for 'Other Payments' with a list of categories: Community Donations, Sponsorships & Events, Community School, Gateway Test Registration, Orientation/Contributions, and Transportation. The 'Transportation' category is expanded, showing a table with columns for Amount and Pay. A red arrow points to the 'Pay' column, which has a checked checkbox. Another red arrow points to the 'Transportation' category name.

	Pending	Pending Transfer	Balance	Payment	
General-pay for meals, drinks, and a la carte items	\$0.00	\$0.00	\$37.50	0.00	Transfer
General-pay for meals, drinks, and a la carte items	\$0.00	\$0.00	\$51.75	0.00	Transfer

	Amount	Pay
Alternate Transportation Parent Authorization Form	\$0.00	<input checked="" type="checkbox"/>

3. Click **“Continue Payment”**

The screenshot shows a payment summary screen with three rows: Meals Subtotal, Fees & Activities Subtotal, and Total. Below the summary is a 'Continue Payment' button with a right-pointing arrow and a 'Cancel payment' link below it. A red arrow points to the 'Continue Payment' button.

Meals Subtotal:	
Fees & Activities Subtotal:	\$0.00
Total:	\$0.00

**Continue Payment**

Cancel payment

4. The pop-up form appears. Scroll through the form to complete all necessary information.

Account Gwinnett County Public Schools and mypaymentsplus.com provide a secure o

**\*\*\*\*THIS FORM SHOULD ONLY BE COMPLETED IF YOUR CHILD IS NOT RIDING THE GCPS BUS TO THEIR HOME ADDRESS IN THE AFTERNOON. \*\*\*\***

**TRANSPORTATION PARENT AUTHORIZATION (REGULAR ED ONLY)**  
Students eligible to ride a GCPS bus are allowed one (1) address for AM (morning) service, and one (1) address for PM (afternoon) service. All students must have a transportation tag on their book bag at all times indicating their PM permanent form of transportation.

**GUIDELINES**  
**The safety of your children while walking to, from, and while waiting at the bus stop is the parent's responsibility.**

**Student Bus Stop Assignment:**

- Students are assigned to the stop closest to their home address
- Change of bus stop for personal preferences such as, but not limited to, to get on/off the bus sooner/later or being with other friends in the neighborhood are NOT allowed

**Transportation Tags:**  
The address that your child uses three or more days during the week is the address that is applied to the transportation tag

- Do not remove tag – Only the school may remove or attach a new transportation tag to your child's book bag
- Only one tag issued per child
- The school must be notified in writing to request a transportation change for your child different from the original agreement made at time of enrollment

**Official Bus Pass:**

- Will not be issued for play dates, birthdays, Girl/Boy Scouts, weekend sleepovers or any other reason except for an emergency as determined by a school official
- Are valid for up to 10 consecutive school days and cannot be Xerox copies

**Emergency situations: To obtain a temporary bus pass the parent must notify the school in person and/or in writing with the following information:**

- Parent and student name, contact phone number and address of student your child is going home with
- Parent (requesting emergency transportation) contact phone number for verification
- Day of week and date(s) that you are requesting a bus pass not to exceed 10 consecutive school days
- Parent signature and date

**Permissive Transfers:**

5. After entering all required information, click "Continue".

I have read and understand the guidelines listed above.

Enter Full Name:  Date Signed: 8/19/2020

The safety of my child while walking to, from, and waiting at the bus stop is my responsibility. At the end of the school day, my child's school has permission to dismiss my child to the choices indicated above.

Enter Full Name:  Date Signed: 8/19/2020

The above information I have provided is correct and I am the parent/legal guardian of the child listed above.

Enter Full Name:  Date Signed: 8/19/2020

**Continue** **Cancel**

- Continue through the check-out process by entering payment information and ensuring that all items have been added to your cart. In this example, the Alternative Transportation Parent Authorization Form is listed and the payment amount is zero. Click **“Continue Payment”**.

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:: Gwinnett County Public Schools

**Your Payment distribution** W 1 item (subtotal: \$0.00)

If the payment amounts to each account are correct, click the "Continue Payment" link to continue. To change the payment amounts, click the "Cancel Payment" link.

**Activities**

Name	Activity	Details	Payment
	Alternate Transportation Parent Authorization Form		\$0.00
Total:			\$0.00

Payment amount due: \$0.00  
 Program fee: \$0.00  
**Total payment amount due: \$0.00**

Previous Continue Payment  
 Cancel payment

SecureTrust Trusted Commerce  
 CLICK TO VALIDATE

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 Monday - Friday 7:30 AM - 5:30 PM ET  
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- The verification window is displayed. Please verify that all information is correct.
- Click **“Complete Payment”**. A receipt will be displayed with a confirmation number.

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Naomi Rivera :: Gwinnett County Public Schools

**Please verify the following information is correct**

Account	Description	Details	Amount
	Alternate Transportation Parent Authorization Form		\$0.00
Subtotal:			\$0.00
Program Fee ():			\$0.00
<b>Total:</b>			<b>\$0.00</b>

Charges will show up under the following merchant names:

Previous Complete Payment  
 Cancel Payment

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 CLICK TO VALIDATE

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