How to Complete a Pop-up Form in MyPaymentsPlus
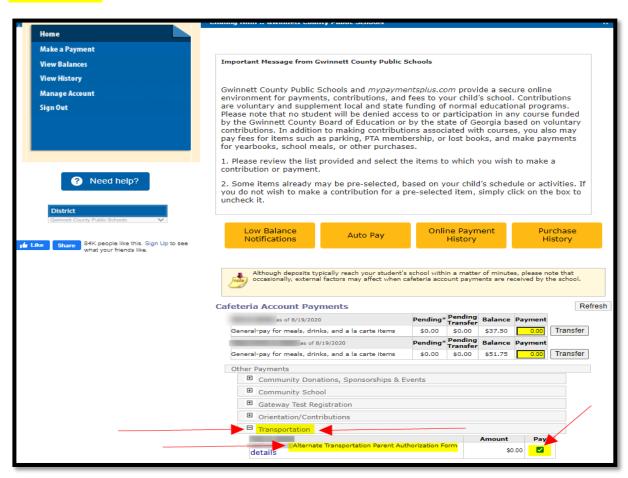
Note: In this example, we are completing the Alternate Transportation Parent Authorization Form
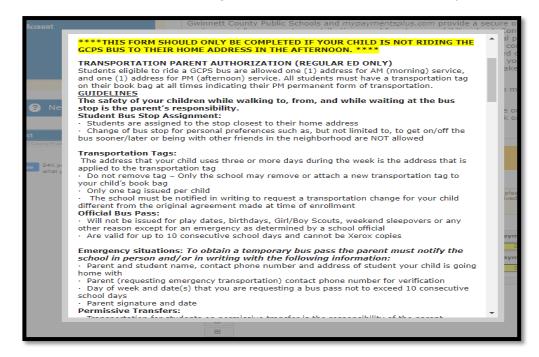
1. Locate the form. The example form is listed under the "Transportation" category.
2. <mark>Check the box</mark> to add the form to the cart.
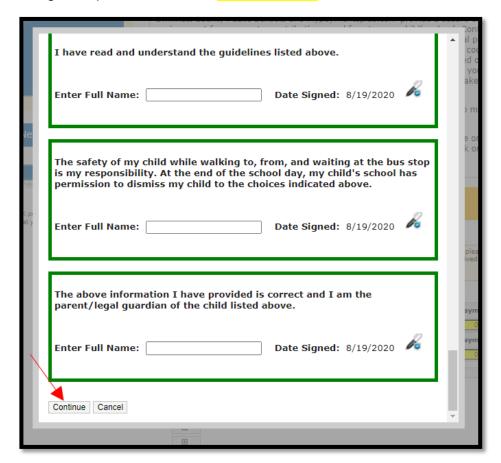

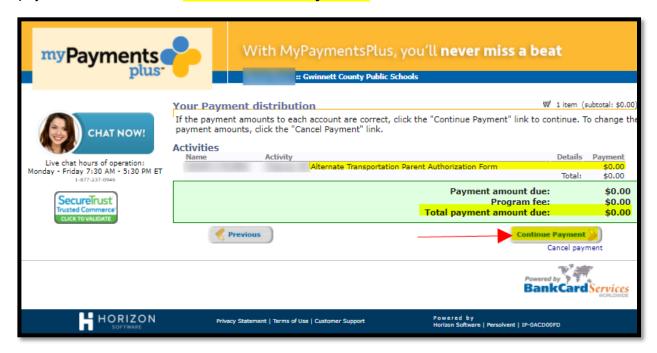3. Click <mark>"Continue Payment"</mark>

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

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

6. 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"**.

7. The verification window is displayed. Please verify that all information is correct.
8. Click **"Complete Payment".** A receipt will be displayed with a confirmation number.