How to View Signed Electronic Documents

- Go to [www.MyPaymentsPlus.com](http://www.MyPaymentsPlus.com) and log into your account.
- In the menu on the left, click **Manage Account** and then **Manage Documents**.

![Menu with Manage Account and Manage Documents options](image)

- Select the student in the drop down menu.

![Select a student dropdown menu](image)

- Documents signed for the selected student will be displayed. To view a particular document, click the **Document Name**. A new window will open to display the selected document.

![Document list with checkmark](image)