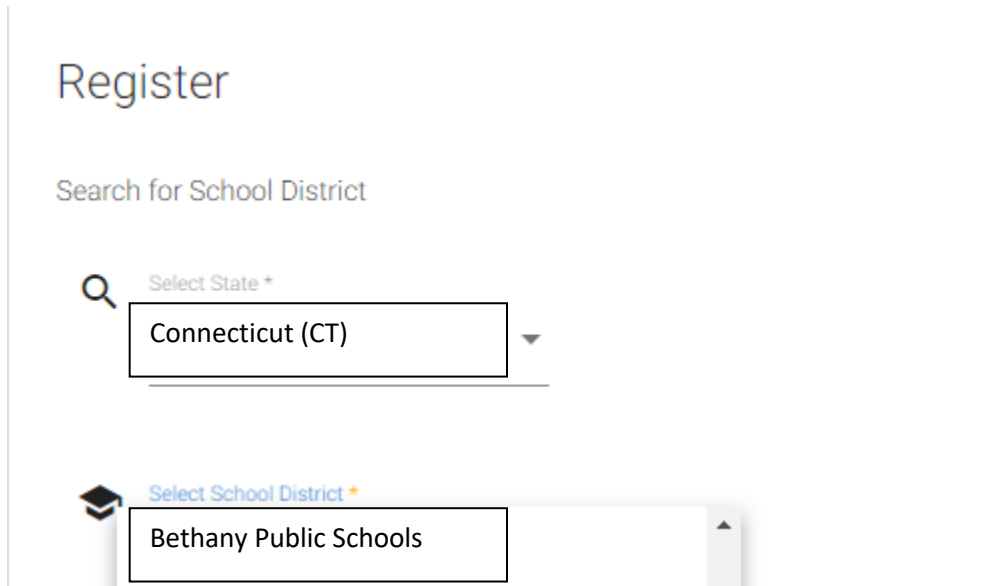
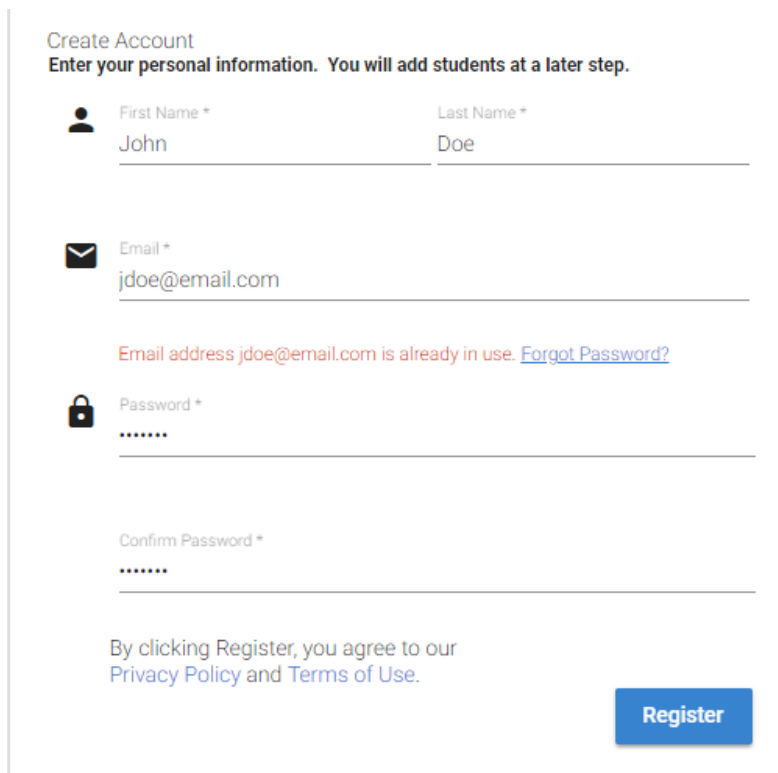


Step 1: Visit MyPaymentsPlus.com and click Register Now.

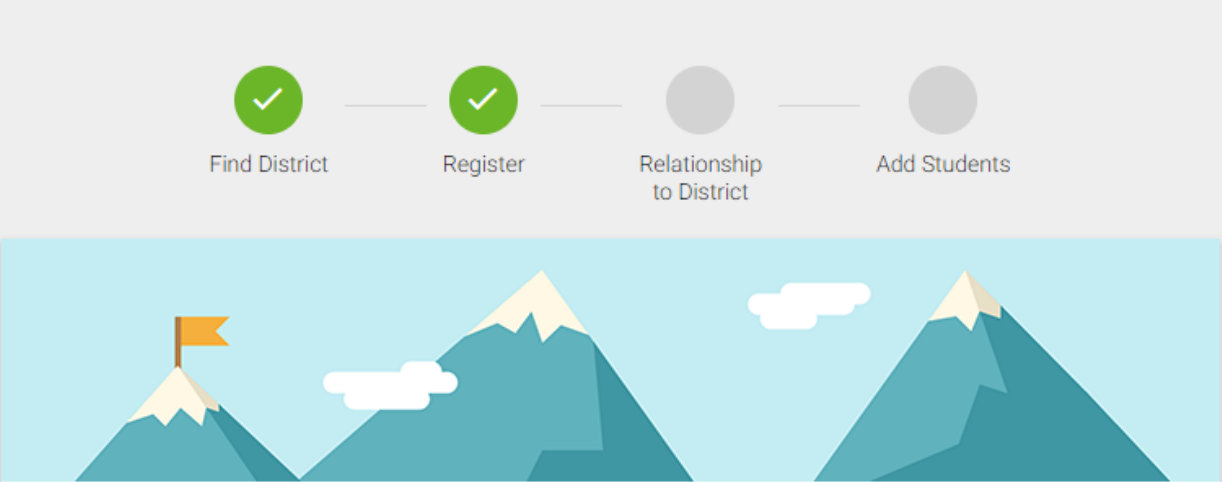
Step 2: Select your state and then find your school district in the dropdown menu.

A screenshot of the "Register" form. At the top, the word "Register" is displayed in a large, light blue font. Below it, the text "Search for School District" is shown. There are two dropdown menus. The first is labeled "Select State *" and has "Connecticut (CT)" selected. The second is labeled "Select School District *" and has "Bethany Public Schools" selected. A magnifying glass icon is to the left of the first dropdown, and a graduation cap icon is to the left of the second.

Step 3: Enter your first and last name along with your email address. Create a password that is at least seven characters and includes at least one number. Double-check that everything is accurate before continuing to the next step.

A screenshot of the "Create Account" form. The title "Create Account" is at the top, followed by the instruction "Enter your personal information. You will add students at a later step." There are four input fields: "First Name *" with the value "John", "Last Name *" with the value "Doe", "Email *" with the value "jdoe@email.com", and "Password *" with masked characters. Below the email field, a red error message states "Email address jdoe@email.com is already in use. [Forgot Password?](#)". Below the password field is a "Confirm Password *" field, also masked. At the bottom, there is a line of text: "By clicking Register, you agree to our [Privacy Policy](#) and [Terms of Use](#)." and a blue "Register" button.

Step 4: Select the option that represents you best: parent/guardian, student, staff member, or guest. Click Next after making the appropriate selection.

A progress bar at the top shows four steps: "Find District" (green circle with checkmark), "Register" (green circle with checkmark), "Relationship to District" (grey circle), and "Add Students" (grey circle). Below the progress bar is a stylized illustration of three mountains in shades of blue and green, with a yellow flag on the leftmost peak and white clouds in the sky.

Your Account has been Created!

We've sent a welcome email to the address you provided.

This site will work best if we know your relationship with (Check all that apply)

☐ I am a **Parent or Guardian** with student(s)

☐ I am a **Student** in the district

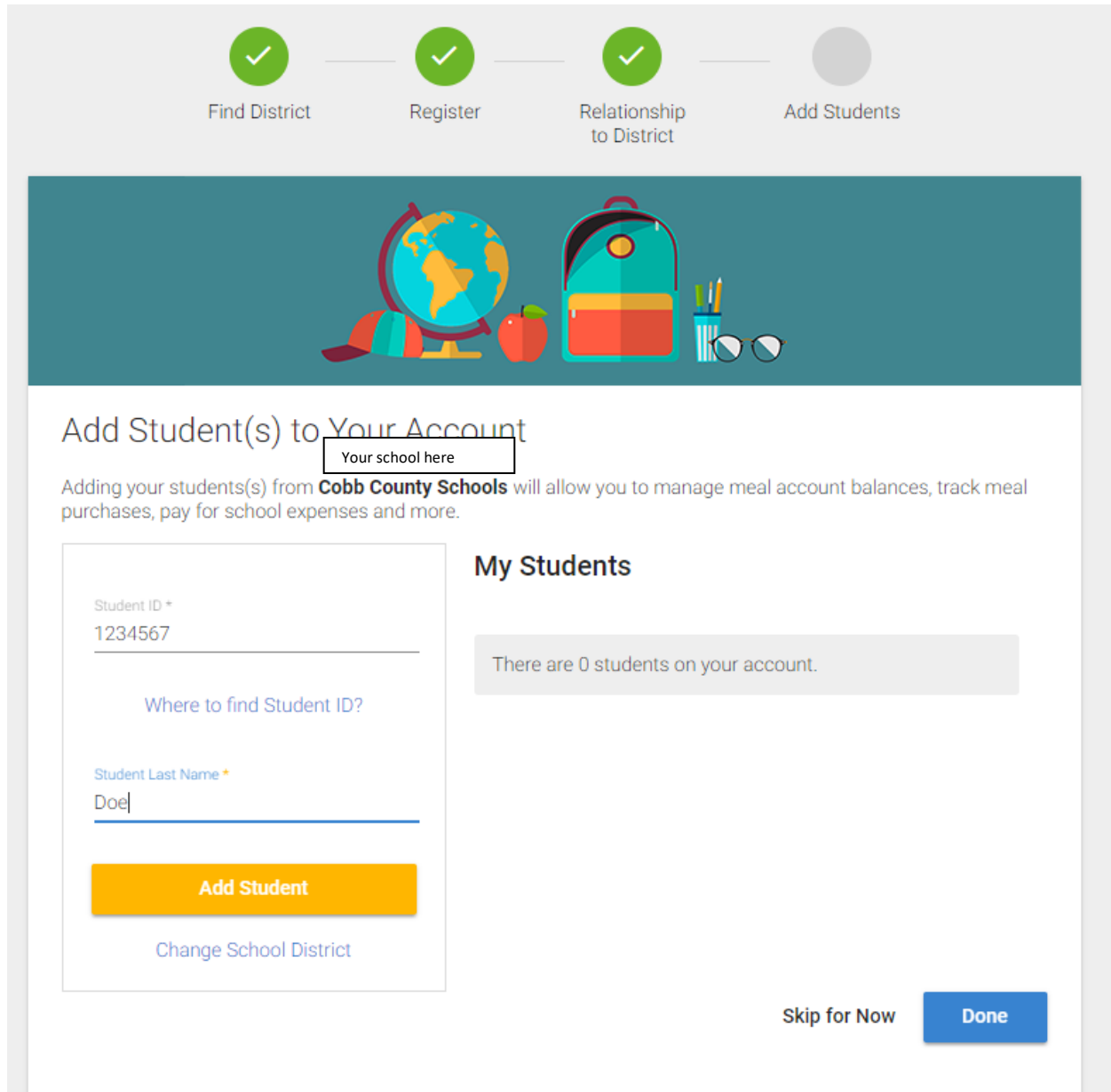
☐ I work in the district (**Staff Member**)

☐ I'm a **Guest** interested in district activities and/or I want to support the district

Bethany Public Schools

Next

Step 5: Add students to your new account. The Student ID # is a 4 digit number. If you do not know this number, you may call the main office at (203) 393-3350.

A screenshot of the 'Add Student(s) to Your Account' page. At the top, a progress bar shows four steps: 'Find District' (checked), 'Register' (checked), 'Relationship to District' (checked), and 'Add Students' (active). Below the progress bar is a banner with school-related icons: a globe, a backpack, a pencil holder, and a pair of glasses. The main heading is 'Add Student(s) to Your Account'. A tooltip points to the school name 'Cobb County Schools' with the text 'Your school here'. Below this, a text box contains the Student ID '1234567'. A link 'Where to find Student ID?' is provided. The 'Student Last Name' field contains 'Doe'. An orange 'Add Student' button is at the bottom of the form, with a link 'Change School District' below it. To the right, the 'My Students' section shows 'There are 0 students on your account.' At the bottom right are 'Skip for Now' and 'Done' buttons.

Find District Register Relationship to District Add Students

Add Student(s) to Your Account

Your school here

Adding your student(s) from **Cobb County Schools** will allow you to manage meal account balances, track meal purchases, pay for school expenses and more.

Student ID *
1234567

Where to find Student ID?

Student Last Name *
Doe

Add Student

Change School District

My Students

There are 0 students on your account.

Skip for Now Done

Step 6: Once you have added your students to the account, click Done.

Congratulations! You are now ready to use MyPaymentsPlus.