

# 2018-2019 MyPaymentPlus Instructions For:



Please note the Student Id Number should be kept in a safe place as it is confidential information.

## Welcome to 2018-2019 School Year



In this process we are introducing MyPaymentsPlus, our online payment tool. You will need to create an account through MyPaymentsPlus in order to pay for meals and various activities and fees during the school year.

**Please be advised, that our MyPaymentPlus is not connected to Gwinnett County Public Schools MyPaymentPlus system in any way.**

Before beginning, make sure you have these instructions for each of your children. Their specific Student Id Number is located on the front page of their individual packets and you will need that number to complete the process.



- Read the Instruction in its entirety.
- Call the school if you need assistance.

## How to Create a MyPaymentsPlus Account

Go to [www.MyPaymentsPlus.com](http://www.MyPaymentsPlus.com) or click the link on the home page of our website.

### Step 1: Register

- Select your state and school/school district from the dropdowns.

**STATE: GEORGIA**

**SCHOOL DISTRICT: NEW LIFE ACADEMY OF EXCELLENCE**

**\*\*\*\*Please note that New Life Academy has a separate MYPAYMENTPLUS System. If have have/add an account through Gwinnett County Public School you can add your New Life Academy of Excellence to your GCPS account. \*\*\*\***

### Step 2: Create your account.

- Create your account by filling out the following questions, first name, last name, email address and password. Make sure to confirm password and click the blue register button.

### Register

Search for School District

Select State \*  
Georgia (GA) ▾

Select School District \*  
New Life Academy of Excellence ▾

Create Account  
Enter your personal information. You will add students at a later step.

First Name \*  
John

Last Name \*  
Doe

Email \*  
johndoe555@gmail.com

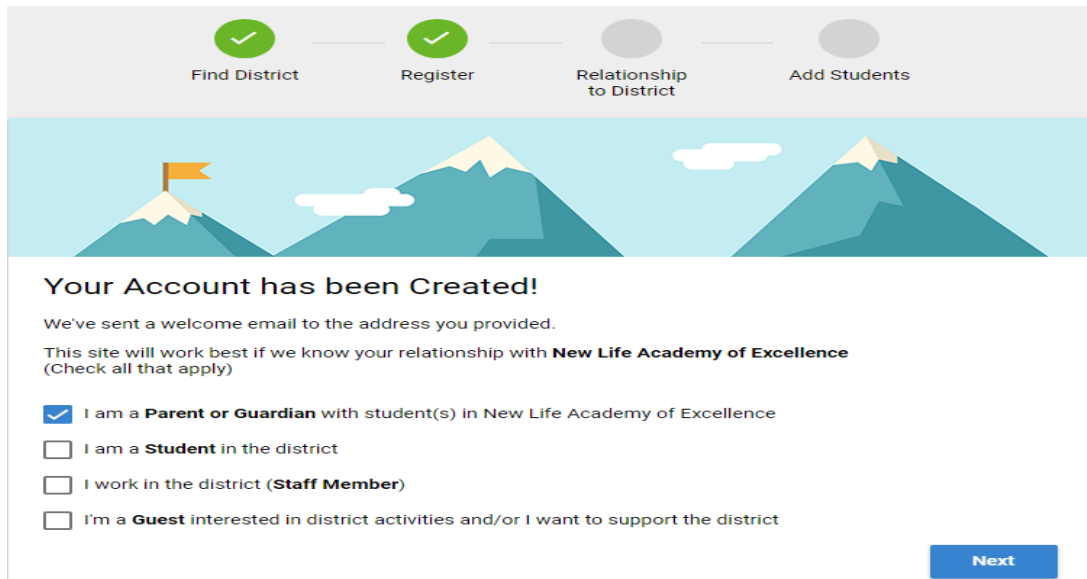
Password \*  
.....

Confirm Password \*  
.....

[Register](#)

### Step 3: Relationship

- Next, click the “I am a Parent or Guardian with student(s) in New Life Academy of Excellence” then click the blue “Next” button.



Find District Register Relationship to District Add Students

### Your Account has been Created!

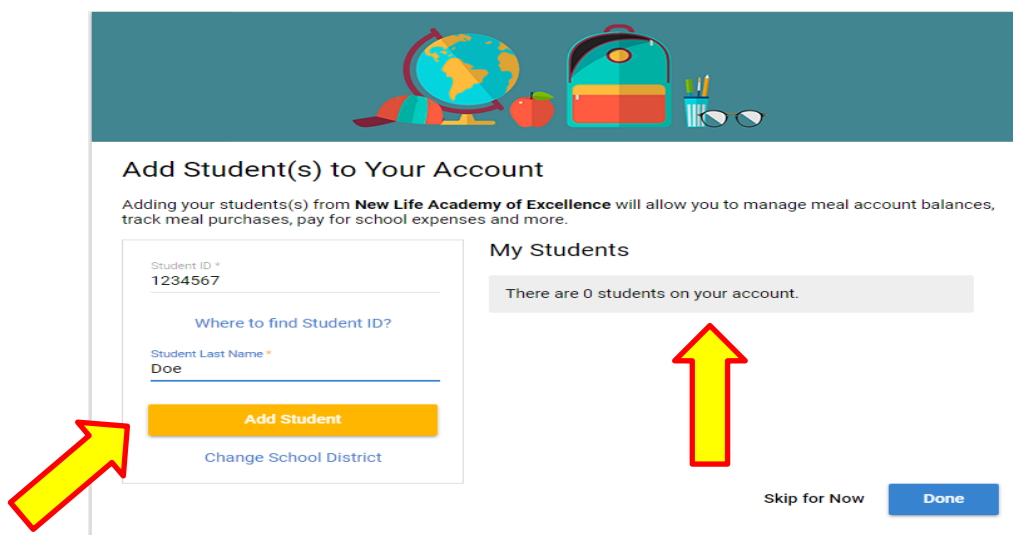
We've sent a welcome email to the address you provided.  
This site will work best if we know your relationship with **New Life Academy of Excellence**  
(Check all that apply)

- I am a **Parent or Guardian** with student(s) in New Life Academy of Excellence
- 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

Next

### Step 4: Add Student(s)

- Now, enter your child’s student ID number and last name. Student ID numbers is student specific and can be found in red box on the front page.
- Click the yellow add student button. Your child will populate under the “My Students” space. If you have multiple students, add the next Student ID and Last Name, repeat until you see all of your students in the “My Student” space. **(Your child’s name is in the system exactly how it appears on the front page of this document. If you are having trouble please refer to the front page.)**



### Add Student(s) to Your Account

Adding your students(s) from **New Life Academy of Excellence** 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

- Once all of your students are in the “My Students” space click the blue “Done” button

## Step 5: Welcome to your MyPaymentPlus account under New Life Academy of Excellence

- Welcome to your home screen. Before moving any further you must complete your profile.
- Click “Manage Account” In the blue box on the left of your screen.

myPayments plus

With MyPaymentsPlus, you'll never miss a beat

Tiffany Test :: New Life Academy of Excellence

**Important Message from New Life Academy of Excellence**

New Life Academy of Excellence and mypaymentsplus.com are excited to offer you the opportunity to make secure online payments for contributions and fees to your child's school as part of the online registration process. Contributions are voluntary and supplement local and state funding of normal educational programs. Please note that no student will be denied access to or participation in any course funded by the Gwinnett County Board of Education or by the State of Georgia based on voluntary contributions. In addition, the checklist below allows you to pay fees associated with other items such as parking and the purchase of yearbooks.

- 1) Please review the list below and check any to which you wish to make a contribution or payment.
- 2) Some items may already be checked based on your child's schedule or activities. If you do not wish to make a contribution for an item, click on its box to uncheck it.

If you are in need of assistance please contact the school.

Need help?

- Next click “My Profile”, and complete your address and phone number. You may add your methods of payment under “Your Wallet” to your account for faster checkout. You may also subscribe to emails, alerts and messages by checking the small box under “Your Email Updates” at the bottom of the profile screen.

Home  
Make a Payment  
View History  
Manage Account  
Sign Out

Manage Auto Pay  
Manage Students  
Manage Documents  
My Profile

Need help?

District  
New Life Academy of Excellence

Like Share 30K people like this. Sign Up to see what your friends like.

Make any changes to your profile by editing the values below:

**Your Name**  
First name: John  
Last name: Doe

**Your Address**  
Street address: 1234 Main Street  
Apartment/Building/Suite:  
City: Duluth  
State: Georgia (GA)  
ZIP Code: 30096

**Your E-mail Address**  
E-mail address: johndoe555@gmail.com

**Your Phone Number**  
Daytime phone number: 678-123-4567 Ext.  
Evening phone number: 678-765-4321

### Step 6: Adding money to your child's Cafeteria Account:


- You are now able to see your child's/children's Cafeteria Account.
- Simply add the amount of money you would like to add to their account by typing the dollar amount in the yellow box and click the "Continue Payment" button.

### Cafeteria Account Payments

Refresh

as of 8/2/2018	Pending*	Balance	Payment
Meal-pay for one plated meal per meal period only	\$0.00	\$0.00	
General-pay for meals, drinks, and a la carte items	\$0.00	\$21.70	25.00

Meals Subtotal:	\$25.00
Fees & Activities Subtotal:	\$0.00
Total:	\$25.00

[Continue Payment](#)   
[Cancel payment](#)

- Finalize the payment and you are all done.

