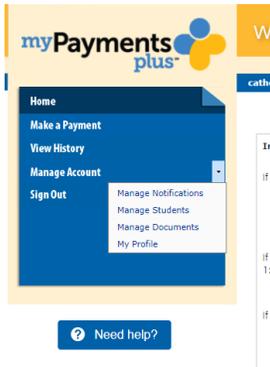


## Adding a Student to My Payments Plus Account.

1. Log in to my Payments Plus
2. Go to Manage Account (Upper left, blue box)



3. Go to Manage Students
4. Fill in StudentID: and Student's Last Name:

**Add a Student**  
Select the State and Institution of the Student you wish to add.

State:

Institution:

StudentID:

Student's Last Name:

**ATTENTION Central Bucks School District**  
When registering a staff member account please type your Staff ID in the Student's ID field.

5. Click Add Student