

If you already have a My Payments Plus account through Simsbury Public School System

Log into the account you have now

Click on Manage Account (blue box on left side)

Click on Manage Students (white drop down box)

INSTITUTION box should have Simsbury Public Schools – use drop down and click on Simsbury Continuing Education

Enable Guest Pay should show up under student's name – click on this

Go back to the Home page (blue box on left side)

DISTRICT drop down box should now have SPS and DCE