



Dear Parents and Guardians,

As we approach the 2016-2017 school year, we ask that you take a moment and create a free account at: [www.MyPaymentsPlus.com](http://www.MyPaymentsPlus.com). Obtaining a free parent account will give you 24/7 access to information such as the balance in your student's school meal account and record of what they have purchased in the cafeteria.

Once your account is created, you can take advantage of other free benefits of the site, such as low-balance e-mail notifications and even the ability to download the free MyPaymentsPlus mobile app, which is available for all iOS (iPhone/iPad) and Android devices. The mobile app will also allow for you to set up push notifications regarding your student's balance.

**\*For a small fee**, Through MyPaymentsPlus, you are able to deposit funds directly into your student's cafeteria account. Deposits can take place both on the MyPaymentsPlus website and via the mobile app.

If you prefer auto-payments, you have that ability as well. The system will even allow for you to set the parameters for when you would like an auto-payment to take place.

The MyPaymentsPlus Support Team can be reached Monday-Friday, 7:30-5:30 EST at: (877) 237-0946 or via email at: [support@mypaymentsplus.com](mailto:support@mypaymentsplus.com) if you require assistance.

We highly encourage you to at least set up an account so you can be included in any direct messaging from our nutrition department.

Thank you for partnering with us in an effort to make managing your student's account easy and the fall transition a smooth one.

Best Regards,

**South Forsyth Middle School**

**Helpful tips regarding your MyPaymentsPlus Student Meal Account**



❖ **Setting up Low-Balance E-mail Notifications & Auto Payments online:**

- 1.) Log-in to your account at: [www.MyPaymentsPlus.com](http://www.MyPaymentsPlus.com)
- 2.) Each of the customized settings have a button pertaining to that setting



- 3.) By clicking either the Low-Balance Notifications button or the Auto-Pay button, you will then enter the dollar amount that you want to outline as the “lowest amount” your student’s account will hit before a low-balance e-mail notification or auto-payment is processed.
- 4.) If your school offers both Meal *and* General accounts for their cafeteria deposits, be sure to click the box for the desired account in which you are referring to. (As a reminder, Meal accounts allow for one plated meal per lunch/breakfast, whereas the General account enables the student to eat multiple meals and a la carte options.)
- 5.) Be sure to click “**Save Changes**” when you are finished.

❖ Forgot your password?

- 1.) Click “Forgot username or password?” and enter your email address in the location provided for a link to be sent to that email. (Please note: you must use the email you registered with).

❖ Need help?

- 1.) Our MyPaymentsPlus Support Team can be M-F, 7:30 AM EST – 5:30 PM EST at: (877) 237-0946, via online chat on our website or via email at: [support@mypaymentsplus.com](mailto:support@mypaymentsplus.com)