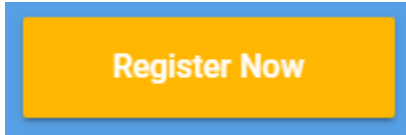




Setting up a Meal Account for Staff in MyPaymentsPlus

- Go to www.mypaymentsplus.com
- Select the Yellow Box that says Register Now



- Search for State >>>Select Kentucky
- Search for School District >>>>Montgomery County
- Type First Name Type Last Name
- Type in your email
- Type in Password
- Confirm Password
- Select Blue Register Box

Another Screen appears that says your account has been created!

- Select "I work in the district" >>>>>Select Blue Next button
- Add Student to your account----(you are now a student☺)
- Student ID is your meal account number
- Enter your last name
- Click "ADD STUDENT" (Yellow Button)

Your information will come under "My Students"

- Don't forget to select the blue "Done" button!
- Selecting "Done" will bring up your account information including your balance.
- This is where you can select LOW BALANCE NOTIFICATIONS to set up email at whatever balance you select.

If you need further assistance, the MyPaymentsPlus support team is happy to assist! Their contact information is: (866) 337-8756 or email: DistrictSupport@MyPaymentsPlus.com