

# How to Create a MyPaymentsPlus Account

Go to [www.MyPaymentsPlus.com](http://www.MyPaymentsPlus.com)

- Click Here:



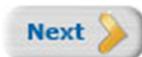
## Step 1: Add your student/patron to the account.

- Select your state and school/school district from the dropdowns.
- Next, you will see the box below. Please select "I have a student enrolled or I am a staff member of this district." (If you are the student, the same directions apply.)

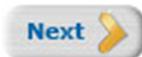
*Please Select One*

- I have a student enrolled or I am a staff member of this district.
- I am a guest and do not have a student enrolled.

- Enter your child's student ID number and last name (if you are the student, please enter your information).
- Student ID numbers may usually be obtained by contacting your student's school.
- If your child's last name has a suffix, please keep this in mind when entering the last name.  
Ex. "Smith Jr." "Smith IV" "Smith-Arnold"
- Select:

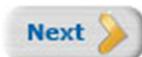


- If you wish to add another student, repeat step 1.
- Select:



## Step 2: Create your profile.

- Enter your name, address, and phone number.
- Enter an active e-mail address. It's important to enter a correct address so that you can receive e-mail reminders, username/password information, and payment confirmations.
- Select:



### Step 3: Create your sign-in.

- Choose a “Username” that will be easy for you to remember.
- Enter a 7-20 character password. Keep in mind that your password is case sensitive. (1 number and 1 letter required).
- Enter a password hint to help you remember your password.
- Select:



### Step 4: Confirm your profile.

- Verify that all information you entered is correct.
- If you need to change any of the information, you can click on the *Edit* link next to each section title.
- Select:



### Step 5: Your registration is complete!

- Sign in by entering the username/password you created in “Step 1”.

# Registering for AP Exams!

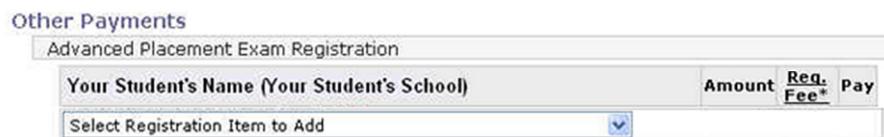
- If you are not already registered on MyPaymentsPlus, visit [www.mypaymentsplus.com](http://www.mypaymentsplus.com), select “Register a FREE Account” and follow the simple instructions provided on the registration screen.



- If you already have a MyPaymentsPlus account, simply sign in at [www.mypaymentsplus.com](http://www.mypaymentsplus.com)



- Under “Other Payments” you will see the Advanced Placement Exam Registration:



- Click the drop down menu and select the exam for which your student needs to register:

Select Registration Item to Add	Amount	Req. Fee*	Pay
Select Registration Item to Add			
English Language			
English Literature			
Gov't & Politics: US			
Macroeconomics			
Psychology			

- After selecting the exam, follow the steps below to register for the exam:
  - Click "Important Exam Information" to review the required documentation
  - After reviewing, click the checkbox to confirm you have reviewed the document. You cannot proceed with registration until you have confirmed that you have reviewed this document.
  - From the drop down menu, select the exam date.
  - Indicate if your student requires special accommodations. Important note: In order for a student to participate in AP Exams with accommodation from an IEP or 504 Plan, the accommodations must be approved by the College Board. It is the parent and/or student's responsibility to contact the AP Coordinator at your local school to complete the process. Selecting "Yes" during exam registration does not serve as contact to the local school.
  - Once you have completed these steps, click "Submit Registration".

1 → Please read [Important Exam Information](#) before completing your registration below.

2 →  Please click here to digitally agree that you have read and agree to the terms linked above

3 → Please select an Exam Date:

4 → Do you require special accommodations?  Yes  No [info](#)

5 →

- Repeat the process above to register for each exam.
- If you incorrectly register for an exam, click "Remove" to remove the exam from your registration.

Your Student's Name	Amount	Req. Fee*	Pay
United States Government and Politics(5/13/2014: 07:00 AM to 11:30 AM) <a href="#">details</a>	\$0.00	\$10.00	<input type="button" value="Remove"/>
Macroeconomics(5/15/2014: 07:00 AM to 11:30 AM) <a href="#">details</a>	\$89.00	\$0.00	<input type="button" value="Remove"/>

- Once you have selected all exams for registration, click "Continue Payment" in the bottom right corner of the screen:



- You will then be asked to confirm that your payment amounts are correct and to choose your method of payment. Choose your payment method by simply selecting it from the dropdown:

**Your Payment Method**

MealpayPlus accepts MasterCard and VISA credit cards; or you may pay by electronic debit from your Checking or Savings account.

Which account do you wish to use for this payment?

\* indicates required field

- After selecting and entering your payment information, click “Continue Payment” in the bottom right corner of the screen:



- Review the final screen to verify that everything has been entered correctly, and confirm your payment by clicking “Complete Payment” in the bottom right corner of the screen:



- Once you have completed registration for your student, the exam will show a status of “Enrolled” on the main payment screen. You can click on “details” to see additional exam information.

#### Other Payments

Advanced Placement Exam Registration

Your Student's Name (Your Student's School)	Amount	Req. Fee*	Pay
Calculus AB (4/12/2010) <a href="#">details</a>		Enrolled	
Macroeconomics (4/1/2010) <a href="#">details</a>		Enrolled	

**Exam Name:** Calculus AB  
**Location:** Your Student's School  
**Dates:** 4/12/2010: 01:00 PM to 04:00 PM  
**Special Accommodations:** No

**IMPORTANT NOTE:** Once your student has completed the payment process and enrolled in an exam, you must contact the AP Test Coordinator to make any changes to the enrolled exam. However, if your student needs to register for additional exams, you may repeat the process above.

## VIEWING PAYMENT HISTORY

### ➤ How do I view my payment history?

- After logging in, directly from the homepage, click tab titled “Online Payment History”



- Once you've clicked the tab, you will be directed to a page where you can enter your desired date range.

MyPaymentsPlus allows you to view payment history for the previous 12 months. Select a range of payment dates to view from the date selection fields below.

**Payment history from**  **to**

- Enter your date range and click “view”. Your payments within the past 12 months will be posted on the screen.