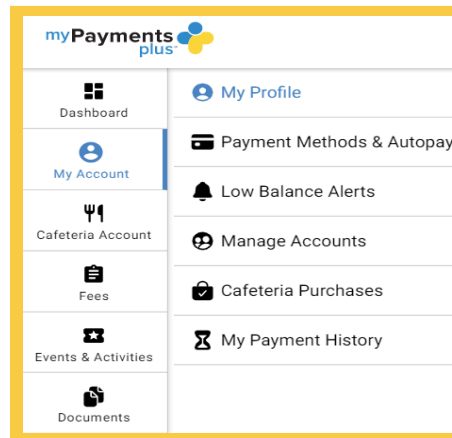




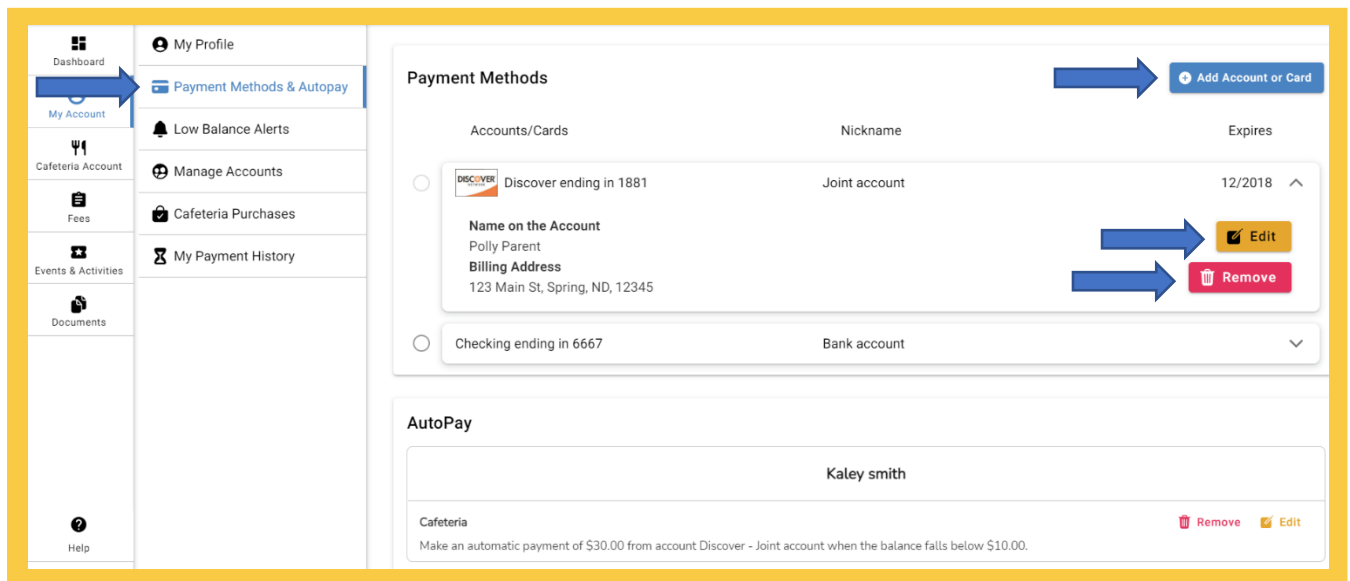
Account Setting/Reviewing Meal Payment Options

To begin reviewing your Account Settings and Meal Payment options start by logging into your [MyPaymentsPlus Account](#).

Step 1: On the parent home page you will see [My Account](#) on the left. You will have options to manage your profile, add/edit payment methods, turn on autopay notifications, view cafeteria purchases and payment history.



Step 2: To Add/Edit Payment Methods and Turn on AutoPay, click the [Payment Methods & Autopay](#) tab. Click [Add Account or Card](#) to add Payment Method. If you would like to edit or delete a card, click [Edit/Remove](#) button. Saving your payment methods will allow for a quicker checkout.





Step 3: To turn on AutoPay, click [Set Up](#). To edit or remove AutoPay feature click [Remove](#) or [Edit](#). The AutoPay feature is for Cafeteria accounts only.

Payment Methods

Accounts/Cards Nickname Expires

☐ Discover ending in 1881 Joint account 12/2018

☐ Checking ending in 6667 Bank account

AutoPay

Kaley smith

Cafeteria

Make an automatic payment of \$30.00 from account Discover - Joint account when the balance falls below \$10.00.

Remove Edit

Madison smith

Cafeteria

Set up

Step 4: When you [Edit](#) Autopay you can set the amount, a specific card/account for payment when the meals account falls below your desired threshold. When finished with your selection, click [Save Changes](#).

AutoPay

Kaley smith

Cafeteria

Make an automatic payment of \$30.00

*Program fee of \$1.20 will apply

Payments will be made using Discover - Joint account

when the balance falls below \$10.00

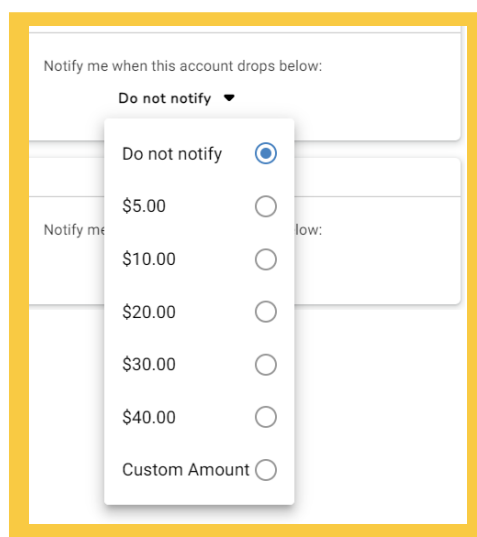
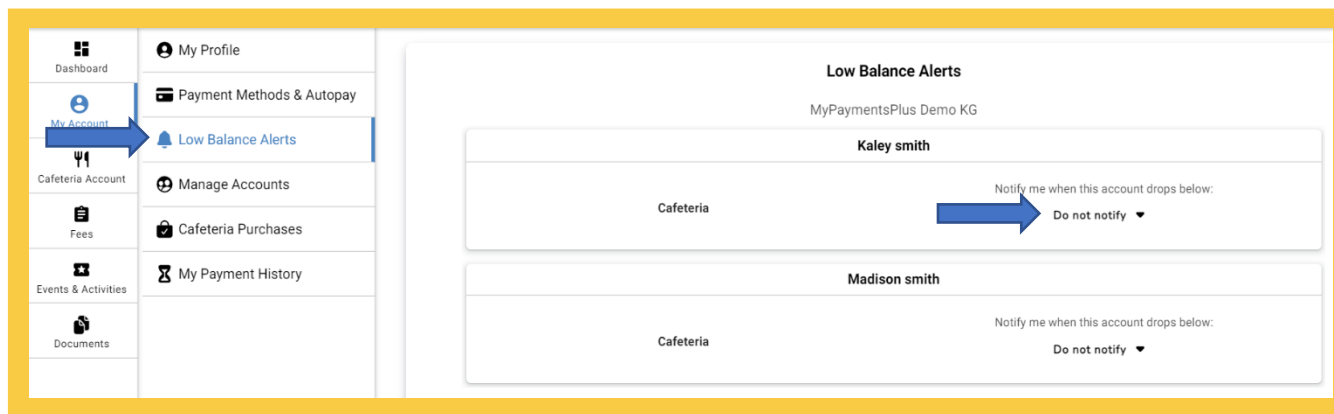
Cancel Save Changes

Madison smith

Cafeteria

Set up

Step 5: The Low Balance Alerts feature will send you an email informing you of your student(s) account balances. To turn on **Low Balance Alerts**, change default selection “**Do not notify**” to desired amount, under **Notify me when this account drops below** for student(s).



Step 6: You can view student(s) meal purchases under **Cafeteria Purchases**. You can also view all your account purchases under **My Payment History**.

