# 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.
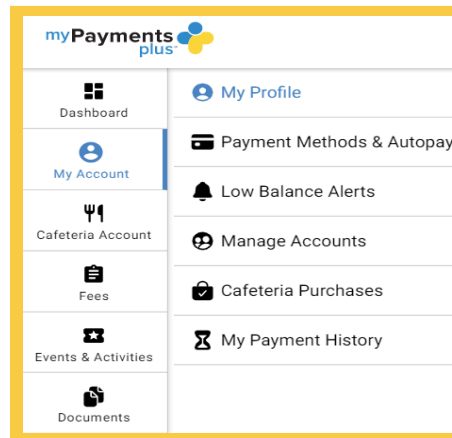
Step 2: To Add/Edit Payment Methods and Turn on AutoPay, click the **Payment Methods & Autopay** tab. Click **Add Account or Card** to add Payment Method. If you would like to edit or delete a card, click **Edit/Remove** button. Saving your payment methods will allow for a quicker checkout.
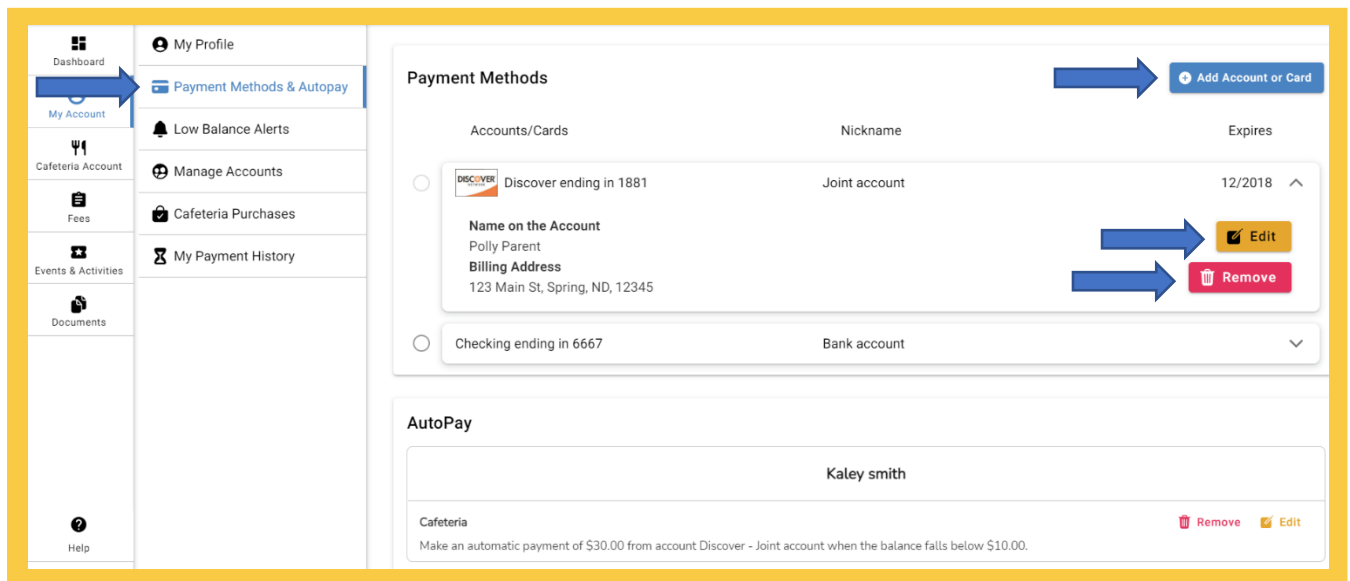
Step 3: To turn on AutoPay, click **Set Up**. To edit or remove AutoPay feature click **Remove** or **Edit**. The AutoPay feature is for *Cafeteria accounts* only.

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**.

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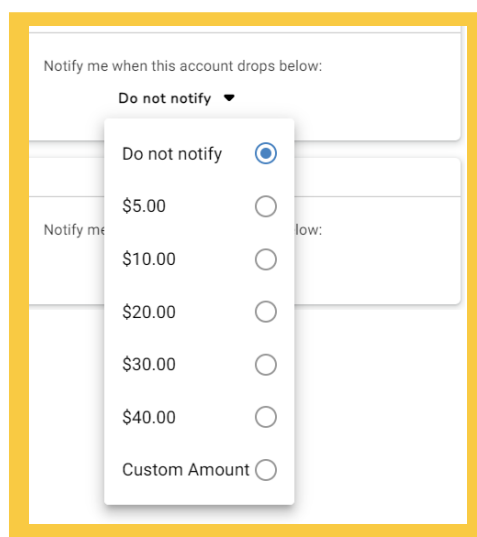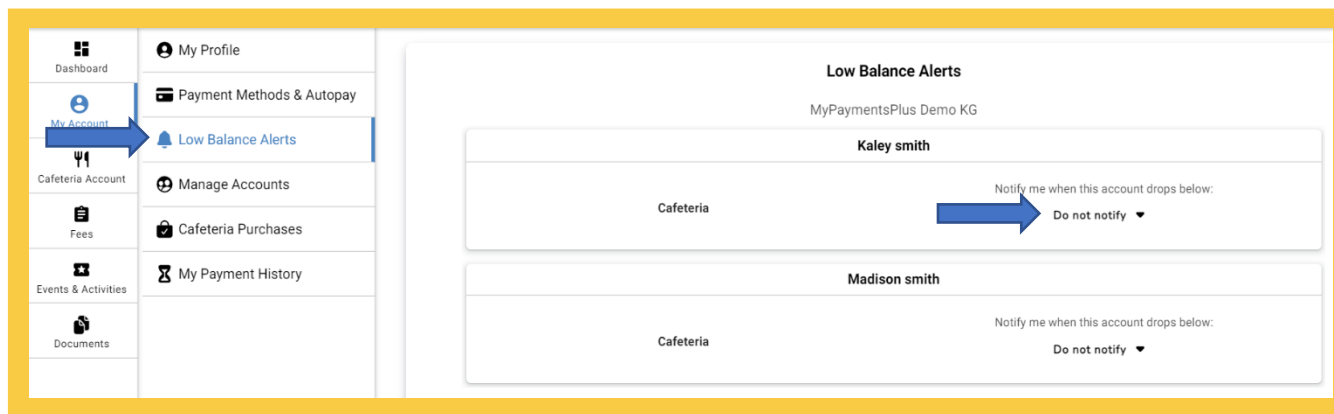
Step 6: You can view student(s) meal purchases under **Cafeteria Purchases**. You can also view all your account purchases under **My Payment History**.