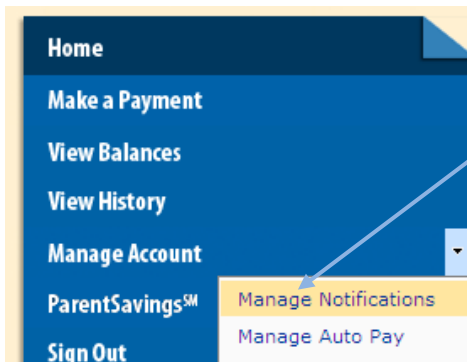


## MyPayments Plus Instructions for Returning Families



1. Go to [www.mypaymentsplus.com](http://www.mypaymentsplus.com)
2. Log in to your account
3. Click Manage Account then Manage Notifications on the left hand side of the home screen
4. Be sure all your students are listed\*
5. Be sure the **General** box beside each name is checked
6. Verify your email
7. Scroll down and click Save Changes

A screenshot of the 'Your Low Balance Notifications' settings page. The page title is 'Your Low Balance Notifications'. Below the title, it says: 'You can be notified via email when an account balance drops below a minimum amount. Email notifications will be sent to Parent@caschools.us'. Below this, there is a section for 'Jane Smith' with a sub-section 'Accounts'. Under 'Accounts', there is a checkbox labeled 'General' which is checked and circled in red. To the right of the checkbox is a text input field containing '5.00'. Below this, there is a section for 'John Smith' with a sub-section 'Accounts'. Under 'Accounts', there is a checkbox labeled 'General' which is checked and circled in red. To the right of the checkbox is a text input field containing '5.00'. At the bottom right of the page is a 'Save Changes' button. A blue arrow points from step 6 of the instructions to the email address 'Parent@caschools.us'. Another blue arrow points from step 7 to the 'Save Changes' button.

**\*If you need to add a student, just click the manage student button under the manage account tab and add the student using the student ID (not Lunch PIN) from the email the cafeteria sent to you.**

**If you forgot your username or password, please click 'forgot password' button and follow the instructions:**

A screenshot of the 'Secure Sign In' form. The form has a blue header with the text 'Secure Sign In'. Below the header, there are two input fields: 'Username:' and 'Password:'. To the right of the input fields is a blue 'Sign In' button. Below the 'Sign In' button is a link that says 'Forget your username or password?'. A blue arrow points from the 'Sign In' button to the 'Forgot your username or password?' link.