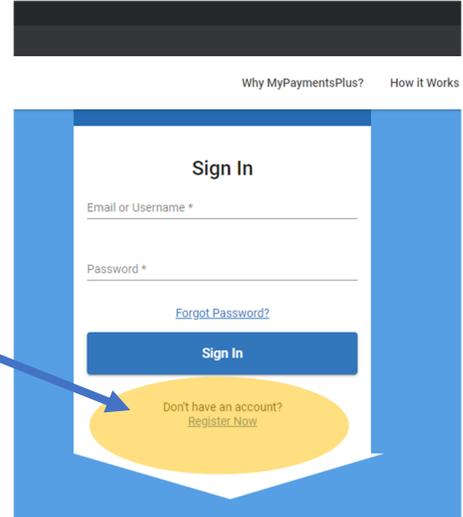


MyPaymentsPlus Walkthrough

1. Go to www.mypaymentsplus.com

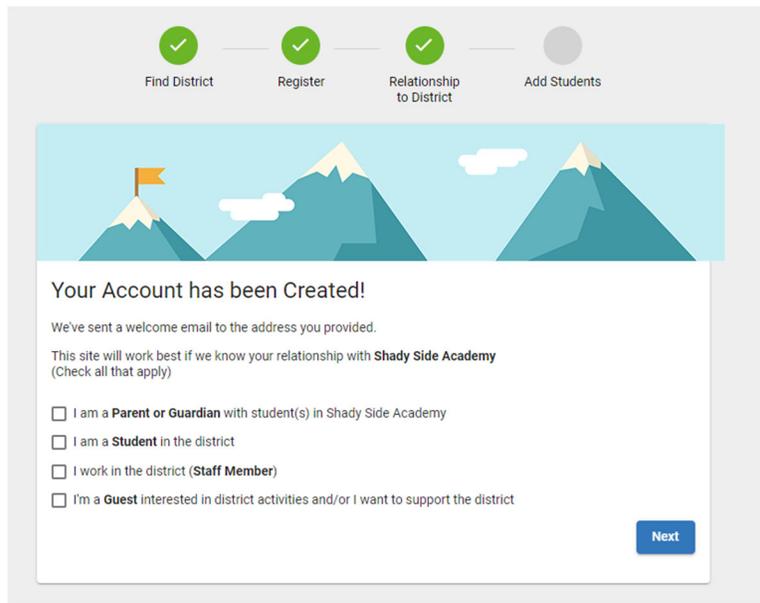
2. Click “Register Now” if you do not have an account.



3. You will then be prompted to register for your account. Please use your name, you will enter student information at a later step.

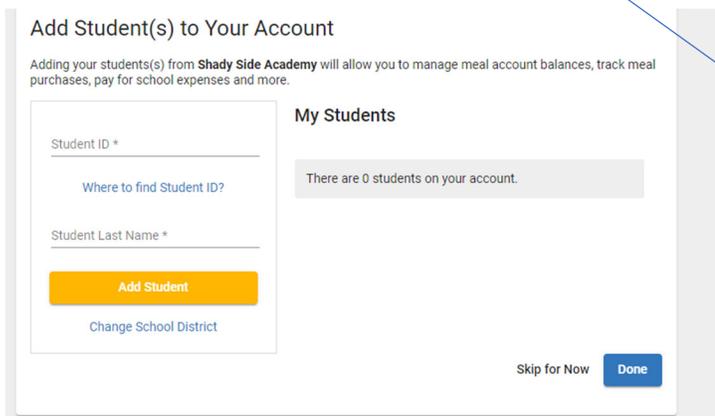
- **Select State:** Pennsylvania
- **Select School District:** Shady Side Academy

4. Once you register your account you will be prompted to select your relationship with Shady Side Academy. Please choose all that apply.

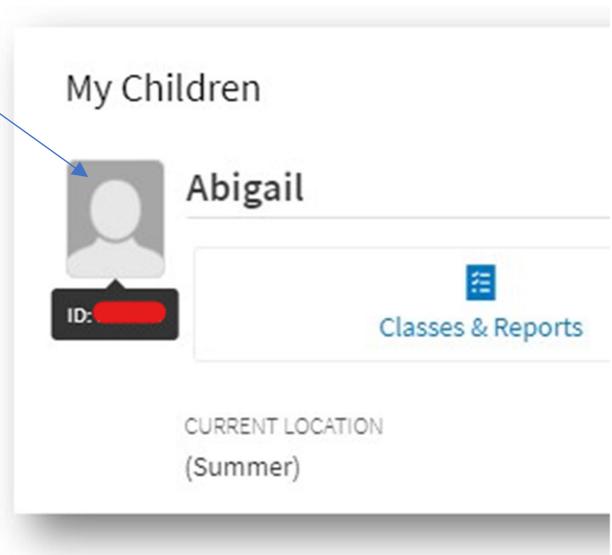


The screenshot shows a progress bar at the top with four steps: 'Find District' (checked), 'Register' (checked), 'Relationship to District' (checked), and 'Add Students' (unchecked). Below the progress bar is a decorative banner with mountains and a flag. The main content area has the heading 'Your Account has been Created!' and a sub-heading 'We've sent a welcome email to the address you provided.' It then asks the user to select their relationship with Shady Side Academy, with the instruction '(Check all that apply)'. There are four checkboxes: 'I am a Parent or Guardian with student(s) in Shady Side Academy', 'I am a Student in the district', 'I work in the district (Staff Member)', and 'I'm a Guest interested in district activities and/or I want to support the district'. A 'Next' button is located at the bottom right.

5. Once you select your relationship with Shady Side Academy, you will then add your Student(s) to your account. You can find your StudentID number by resting your mouse over your child's silhouette via the [Veracross Parent Portal](https://portals.veracross.com/ssa/parent) page <<https://portals.veracross.com/ssa/parent>>



The screenshot shows a form titled 'Add Student(s) to Your Account'. It includes a text input for 'Student ID *', a link 'Where to find Student ID?', a text input for 'Student Last Name *', and an orange 'Add Student' button. Below the button is a link 'Change School District'. At the bottom right are 'Skip for Now' and 'Done' buttons. To the right of the form is a 'My Students' section with a message: 'There are 0 students on your account.'



The screenshot shows a profile page titled 'My Children'. It features a silhouette of a child with the name 'Abigail' next to it. Below the silhouette is a red box with 'ID:' and a redacted ID number. To the right is a 'Classes & Reports' button. At the bottom, it says 'CURRENT LOCATION (Summer)'.