

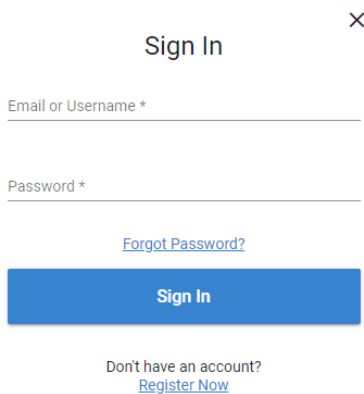
# Guide to Using MyPaymentsPlus

MyPaymentsPlus provides an easy-to-use, efficient way to make payments quickly and securely anytime using a simple Internet connection. BPS uses MyPaymentsPlus to accept electronic payments (Debit/ACH/Credit) for student fees, lunch accounts, facility rent, activity passes, Friday Flier, etc.

## Using MyPaymentsPlus

To begin, access the MyPaymentsPlus website at: <http://www.mypaymentsplus.com>


Once there, log in using your existing credentials if you have them (if you use MyPaymentsPlus for student payments (lunch accounts, activity fees, etc.) you can use this same account login. If not, create an account by selecting "Register Now"

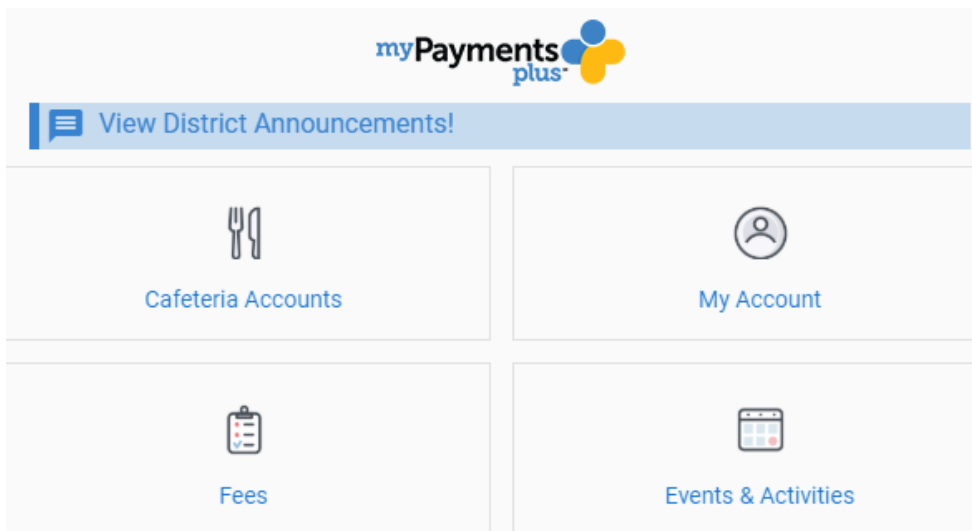


The screenshot shows the 'Sign In' page of the MyPaymentsPlus website. At the top right is a close button (X). Below the title are two input fields: 'Email or Username \*' and 'Password \*'. A blue link for 'Forgot Password?' is positioned below the password field. A prominent blue 'Sign In' button is centered below the fields. At the bottom, there is a link for 'Don't have an account? Register Now'.

Please note: If you are making students payments you will need your student's school issued ID number. If you or your student do not know it, you can call their school to obtain it.

After creating an account, the following screen will appear.

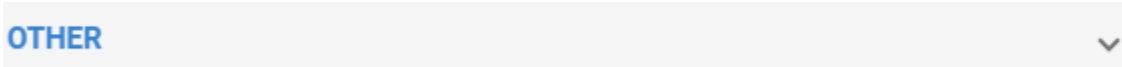
Click on Events & Activities  Events & Activities



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The following screen will .

Click on the Other - down arrow



The options under the "Other" may vary. Click on the activity/service option you want to pay:



## BECEP - Community Friends

Dates: July 1, 2019 - June 30, 2020

SignUp Deadline: Jun 30, 2020, 12:00:00 AM

Tammy Becker



## Century Star Newspaper - CHS

Dates: August 5, 2019 - May 22, 2020

SignUp Deadline: May 22, 2020, 12:00:00 AM

Tammy Becker



## Facility Rent

Dates: July 1, 2019 - June 30, 2020

SignUp Deadline: Jun 30, 2020, 12:00:00 AM

Tammy Becker



## Friday Flier

Dates: July 1, 2019 - June 30, 2020

SignUp Deadline: Jun 30, 2020, 12:00:00 AM

Tammy Becker

The following screen will appear. Enter the payment amount and click Add to Cart

Add to Cart



## Facility Rent



Dates: 7/1/2019 - 6/30/2020

SignUp Deadline: Jun 30, 2020, 12:00:00 AM

\$0.00

10.00



Amount must be above \$0.00

Tammy Becker

### Activity Details

#### Contact Info

Tammy Becker

7013234067

tammy\_becker@bismarckschools.org

Cancel

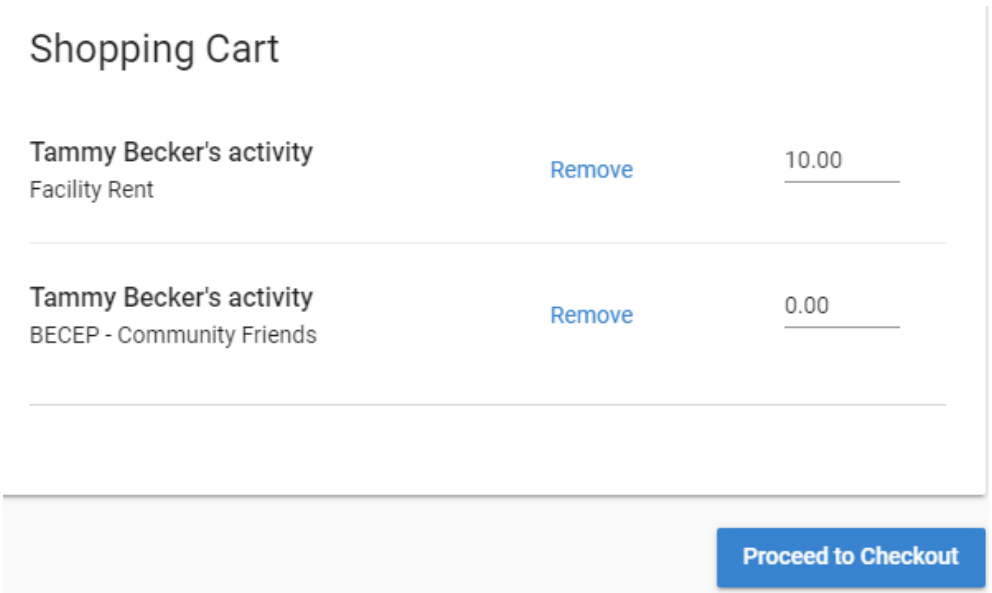
Add to Cart

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After clicking Add to Cart you will return to the previous screen. At this point you can make additional payments if needed. If no other payments are made you can click on Checkout in the upper left corner



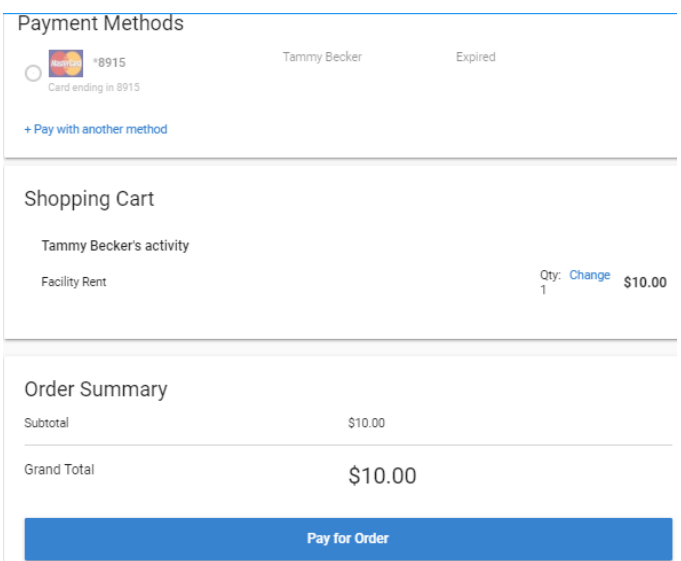
The following screen will appear. To process payment click Proceed to Checkout [Proceed to Checkout](#)



The following screen will appear. Add a payment method or select the payment method already on file.

If everything looks correct click Pay for Order [Pay for Order](#)

If you need to change the amount click change [Change](#) and adjust the amount of the payment.



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The following payment confirmation will appear.



Hi Tammy,

Thank you for your MyPaymentPlus purchase!

## Order Details

Confirmation #: **1271458044**  
Order Date: 5/5/20 at 12:00 AM

Name	Description	Amount
<u>Tammy</u>	Facility Rent	\$0.00
Subtotal		\$0.00
Grand Total		\$0.00

## Payment Details

Tammy Becker  
Cash --

### Paid To

MPP Bismarck Schools

To add a payment method. Enter information and click Done [Done](#)

If you want to keep the payment method on file check the  Save payment method to my account

## Payment Method

### Payment Type

- Checking Account
- Savings Account
- 

Account Holder Name \*

Tammy Becker

Account Number \*

Routing Number \*

Account Nickname

Save payment method to my account

Cancel

Done

# Guide to Using MyPaymentsPlus

## Facility Rent – Payments - Only

A window will pop-up requiring you enter the invoice number to ensure the payment is applied to the correct account. If you do not have the invoice number, enter a description of the service you are paying for Example: Facility Rent 5/15/17 – Mat Pack Wrestling. Click Save.

1 of 1

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**The Activity you have chosen requires that you fill out the form below and click "Save" to add to your cart.**

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Enter Invoice Number to ensure payment is applied to the correct account.

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**Save**

Cancel