

REGISTERING WITH MYPAYMENTSPLUS

STEP 1

1. Go to www.mypaymentsplus.com and click register for a free account.



2. Select “California” and then select “Beverly Hills USD”



3. Select "I have a student enrolled or I am a staff member of this district." Enter your child's 7-digit permanent ID number and last name and click "add student." 7-digit ID numbers normally begin with 100, 200, 300, 400, or 500. **If you need assistance finding your child's ID number, you may contact the school's main office or the food service department at hoyamo@bhusd.org.** Once you have added your child or children, click next in the lower right corner to go to Step 2.

Step 1: Begin Registration

Step 2: Create Your Profile

Step 3: Create Your Sign In

Step 4: Confirm Your Profile

Step 5: Complete

[Need help? Click here.](#)

Select the State and Institution you wish to register with

State:

District:

Please Select One

I have a student enrolled or I am a staff member of this district.

I am a guest and do not have a student enrolled.

Add a Student

Student's ID: ?

Student's Last Name: x

ATTENTION Beverly Hills USD

To obtain your student's ID number please contact your student's school.

Your Managed Students

Note: a dimmed row indicates an inactive Student. Please contact your institution if your Student should be active.

STEP 2

4. Enter your personal profile, confirm all information was entered correctly, and click next for STEP 3

Step 1: Begin Registration

Step 2: Create Your Profile

Step 3: Create Your Sign In

Step 4: Confirm Your Profile

Step 5: Complete

[Need help? Click here.](#)

Your Name

First name:

Last name:

Your Address

Street address:

Apartment/Building/Suite:

City:

State:

ZIP Code:

Your Phone Number

Daytime phone number:

Ext.

Evening phone number:

Your E-mail

*Enter the e-mail address you would like to have password hints and account confirmations sent.
(Please verify you have the correct email address.)*

E-mail:

(Example: jdoe@myemail.com)

Confirm E-mail:

Your Email Updates

- Receive important email updates from your Student's district and MyPaymentsPlus.

[Back](#)

[Next](#)

STEP 3

5. Create your unique user ID and password, and click next for STEP 4

The screenshot shows the registration interface for MyPaymentsPlus. On the left, a vertical navigation pane lists five steps: Step 1: Begin Registration, Step 2: Create Your Profile, Step 3: Create Your Sign In (highlighted), Step 4: Confirm Your Profile, and Step 5: Complete. Below this pane is a button that says "Need help? Click here." The main content area has a header with the MyPaymentsPlus logo and the slogan "Your SATISFACTION is our number one PRIORITY". Below the header, there are two sections: "Your Username" and "Your Password". The "Your Username" section includes a text box for the username, with a note: "Choose a username to use for MyPaymentsPlus. The username can contain both letters and numbers (e.g., johnsmith01)." and a label "Username: (3-100 characters)". The "Your Password" section includes a text box for the password, with a note: "Choose a password to use for MyPaymentsPlus. Passwords are CASE SENSITIVE. Passwords must contain at least 1 number and 1 letter and must be at least 7 characters long." and a label "Select a Password: (7-20 characters)". Below the password box is a "Confirm Password:" label and another text box. At the bottom of the form, there are "Back" and "Next" buttons, and a "Cancel registration" link.

STEP 4

6. Confirm all your information is correct and click Finish Registration in the lower right corner.

The screenshot shows the registration interface for MyPaymentsPlus at Step 4: Confirm Your Profile. At the top, there are navigation links for "Previous", "Next", and "Options". The left navigation pane is the same as in Step 3, but Step 4: Confirm Your Profile is highlighted. The main content area has the same header and slogan. Below the header, there is a message: "Please review your profile and verify that the information is correct." followed by instructions: "If you need to change any of the information, you can return to a step by clicking on the Edit link next to each section title. Once you have verified the information is correct, click the Finish Registration link at the bottom of this page to complete the process." Below this message is the heading "Your MyPaymentsPlus Sign In" followed by a horizontal line.

STEP 5

7. Congratulations! You have successfully registered, and you may sign in with your new user ID and password.