



Dear Parents and Guardians,

Even if you choose not to make payments online, all parents are encouraged to create a free MyPaymentsPlus account at: [www.MyPaymentsPlus.com](http://www.MyPaymentsPlus.com). Obtaining a free parent account allows you to:

- View student cafeteria balances anytime, from anywhere
- See what your student is purchasing in the cafeteria
- Set up alerts so you know when the balance is low
- Make payments to your student's cafeteria account, online or with the MyPaymentsPlus mobile app

Signing up is FREE and easy:

- Visit [www.mypaymentsplus.com](http://www.mypaymentsplus.com)
- Click "Register Now"
- Search for East Hampton School District
- Add your students using their Student ID Number

For a small fee, Through MyPaymentsPlus, you are able to deposit funds directly into your student's cafeteria account. Deposits can take place both on the MyPaymentsPlus website and via the mobile app.

If you prefer auto-payments, you have that ability as well. The system will even allow for you to set the parameters for when you would like an auto-payment to take place.

The MyPaymentsPlus Support Team can be reached Monday-Friday, 7:30-5:30 EST at: (877) 237-0946 or via email at: [support@mypaymentsplus.com](mailto:support@mypaymentsplus.com) if you require assistance.

We highly encourage you to at least set up an account so you can be included in any direct messaging from our nutrition department.



## Helpful tips regarding your MyPaymentsPlus Student Meal Account

### ❖ **Setting up Low-Balance E-mail Notifications & Auto Payments online:**

- 1.) Log-in to your account at: [www.MyPaymentsPlus.com](http://www.MyPaymentsPlus.com)
- 2.) Each of the customized settings have a button pertaining to that setting



- 3.) By clicking either the Low-Balance Notifications button or the Auto-Pay button, you will then enter the dollar amount that you want to outline as the "lowest amount" your student's account will hit before a low-balance e-mail notification or auto-payment is processed.
- 4.) If your school offers both Meal *and* General accounts for their cafeteria deposits, be sure to click the box for the desired account in which you are referring to. (As a reminder, Meal accounts allow for one plated meal per lunch/breakfast, whereas the General account enables the student to eat multiple meals and a la carte options.)
- 5.) Be sure to click "**Save Changes**" when you are finished.

### ❖ Forgot your password?

- 1.) Click "Forgot username or password?" and enter your email address in the location provided for a link to be sent to that email. (Please note: you must use the email you registered with).

### ❖ Need help?

- 1.) Our MyPaymentsPlus Support Team can be M-F, 7:30 AM EST – 5:30 PM EST at: (877) 237-0946, via online chat on our website or via email at: [support@mypaymentsplus.com](mailto:support@mypaymentsplus.com)