

How to Create a MyPaymentsPlus Account

Go to www.MyPaymentsPlus.com

- Click here:



Step 1: Add your student to the account.

- Select state (**Illinois**) and **Crystal Lake Elementary District 47** from the drop-down menus.
- Enter your child's Student ID number and last name. Student ID numbers may be obtained by contacting your child's school. Note: If your child's last name has a suffix, please follow these formatting examples when entering the last name: ex: "Smith Jr." "Smith IV" "Smith-Arnold"
- Select:



- If you wish to add another student, repeat step 1.
- Select:



Step 2: Create your profile.

- Enter your name, address, and phone number.
- Enter an active e-mail address. It's important to enter a correct address so that you can receive e-mail reminders, username/password information, and payment confirmations.
- Select:



Step 3: Create your sign-in.

- Choose a "Username" that will be easy for you to remember.
- Enter a 7-20 character password. Keep in mind that your password is case sensitive. (1 number and 1 letter are required).
- Enter a password hint to help you remember your password.
- Select:



Step 4: Confirm your profile.

- Verify that all information you entered is correct.
- If you need to change any of the information, you can click on the *Edit* link next to each section title.
- Select:

[Finish Registration](#)

Step 5: Your registration is complete!

- Sign in by entering the username/password you created in “Step 1”.