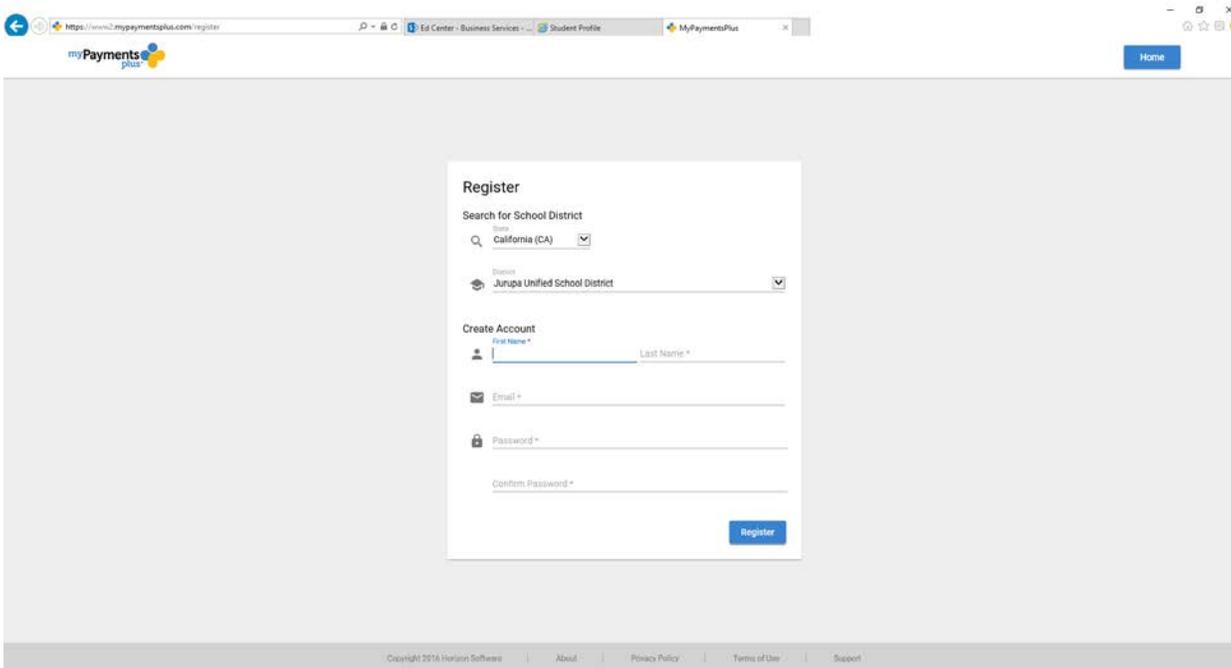


How to Create a MyPaymentsPlus Account & Apply for a Bus Pass

Go to www.MyPaymentsPlus.com. If you already have an account, please just login with your information. **DO NOT CREATE A NEW ACCOUNT!** (proceed to “apply for bus pass” and click to begin application)

Step 1: Click on “Register” tab. Select “California” for the state and “Jurupa Unified School District” for the district from the drop-down menu. Continue to create account by entering your First name, Last Name, Email Address, Password and Confirm Password. Then click “Register”



The screenshot shows a web browser window with the URL <https://www2.mypaymentsplus.com/register>. The page title is "Register". Under "Search for School District", the state is set to "California (CA)" and the district is "Jurupa Unified School District". The "Create Account" section includes fields for "First Name", "Last Name", "Email", "Password", and "Confirm Password". A blue "Register" button is at the bottom right of the form. The footer contains "Copyright 2016 Horizon Software" and links for "About", "Privacy Policy", "Terms of Use", and "Support".

YOUR ACCOUNT HAS BEEN CREATED!

Check off scenario that refers to you:

1. I am a **parent** or guardian with student(s) in Jurupa Unified School District.
2. I am a **student** in the district.
3. I work in the district. (**STAFF MEMBER**)
4. I am a **guest** interested in district activities and/or I want to support district.

Click “Next” then Add Student(s) to your account

Enter student’s ID number, Last Name. Click “Add Student,” enter all students requiring transportation services.

Click Done/Skip for now.

Screen will go to “Home Page,” scroll down to “Apply for bus pass” and click to apply.

Select box for “Annual Bus Pass” (First bus pass of the school year/No charge) Screen will change to bus pass application. Complete all required fields. At the end of the page click on Save and Continue

Select “Replacement” to replace a current bus pass that has been lost/damaged/unscannable. Screen will go to payment page. If parent information has not been listed, it must now be completed. There is a \$10.00 fee for all replacement bus passes.