

Online Fee Payment Detailed Instructions

Complete the Fee Payment Process in My Payments Plus

The District uses My Payments Plus to allow parents to pay registration fees, select optional and parent group items and add funds and monitor lunch choices in your student's lunch account throughout the year. You are encouraged to pay registration fees online via a debit/credit card or e-check. Registration fees can be paid without any additional transaction fee (Meal Account and Elmbrook Preschool payments will carry a 3.99% transaction fee). Those families who wish to pay in person can obtain and complete a manual payment voucher from their student's school secretary. The voucher should be turned into the school secretary with payment by cash or check.

Step 1: Login to My Payments Plus at <https://mypaymentsplus.com/default.aspx>

Existing Account

- If you already have a MyPaymentsPlus account (required for food service deposits and to make fee payments online), enter your **username** and **password** and click **Sign In** to login.
- Once logged in, verify your student(s) are attached to your account by clicking on Manage Account - Manage Students. To add students, under Add a Student enter your student's Infinite Campus ID number and the Student's Last name – Add Student. Once all students are added, proceed to **Step 3**.

Register a New Account

- If you do not have a MyPaymentsPlus account, click on “**Register a Free Account.**” Continue to Step 2 to setup your account and add student(s).

Step 2: Setup your Account

- Select WI (State) and Elmbrook Public Schools (District)
- Select “I have a student enrolled...”
- Add your student(s) to your MyPaymentsPlus account by entering each **Student's ID** and **Last Name**, then click **Add Student**
- The Student's ID can be found in the Infinite Campus portal (Login, Select a Student, Next to his/her Picture is **Student Number**).
- Add all students before clicking on **Next**
- **Complete parent profile information** (not shown) and finish account setup by logging into MyPaymentsPlus with your new **username** and **password**

Online Fee Payment Detailed Instructions

Other Payments

Required Fees

	Due Date	Amount	Pay
BUR FAB-Fine Arts	9/2/2014	\$20.00	<input checked="" type="checkbox"/>
BUR Material Fee - K - 5	9/2/2014	\$55.00	<input checked="" type="checkbox"/>
BUR Nature Center	9/2/2014	\$12.00	<input checked="" type="checkbox"/>
BUR Technology Fee - K - 5	9/2/2014	\$18.00	<input checked="" type="checkbox"/>

Optional Items for Purchase

Parent Group Fees

Meals Subtotal: \$0.00

Fees & Activities Subtotal: \$105.00

Total: \$105.00

[Continue Payment](#)

Cancel payment

Step 3: Review Required Fees

For each student you will see all required course and registration fees detailed and checked for payment.

- **Only** uncheck all fees if you have applied or plan to apply for free and/or reduced lunch.
- Once all fees have been reviewed, proceed to **Step 4**.

Optional Items for Purchase

	Amount	Pay
BEHS - Athletic Activity Card details	\$40.00	<input type="checkbox"/>
BEHS - Padlock details	Qty: 1 @ \$5.00 = \$5.00	<input type="checkbox"/>
BEHS - Yearbook details	\$70.00	<input type="checkbox"/>
BEHS-Parking-Semester 1 details	\$100.00	<input type="checkbox"/>
BEHS-Parking-Semester 2 details	\$100.00	<input type="checkbox"/>
BEHS-Parking-Yearly Pass details	\$200.00	<input type="checkbox"/>
BEHS-PSAT details	\$15.00	<input type="checkbox"/>
BEHS-User Fee-Athletics details	Qty: 1 @ \$80.00 = \$80.00	<input type="checkbox"/>
BEHS-User Fee-Co-Curr Club Fee details	\$45.00	<input type="checkbox"/>
BEHS-User Fee-Debate details	\$70.00	<input type="checkbox"/>
BEHS-User Fee-Forensics details	\$70.00	<input type="checkbox"/>
BEHS-User Fee-Music-Drama details	Qty: 1 @ \$65.00 = \$65.00	<input type="checkbox"/>
BEHS-User Fee-One Time-Whole Year details	\$290.00	<input type="checkbox"/>
BEHS-User Fee-Solo-Ensemble details	\$45.00	<input type="checkbox"/>

Step 4: Optional Items for Purchase

Each middle and high school has optional items for purchase. These can include fees for athletic or activity participation, a replacement padlock, a yearbook, etc.

- Click on the + symbol to expand Optional Items for Purchase
- Select all applicable fees by checking the **Pay Box**.

Online Fee Payment Detailed Instructions

- Optional Items for Purchase
- Parent Group Fees
 - BCHS - Applause
 - BCHS - Booster Club
 - BCHS - PTO
 - BEHS - Booster Club
 - ~~BCHS - Friends of Fine Arts~~
 - BEHS - PTO
 - Brookfield Elem - PTO
 - Burleigh - PTO
 - Dixon - PTO
 - PPMS - PTO
 - Swanson - PTO
 - Tonawanda - PTO
 - WHMS - PTO

Step 5: Parent Group Fees

Each school is supported by outstanding parent groups with opportunities to engage and support your school throughout the year. Included among these fees are PTO Directories, Memberships with Benefits and Donation options.

- Click on the + symbol to expand Parent Group Fees
- Select all desired fees by checking the **Pay Box**.

Step 6: Payment

- When all fees have been selected, select **Continue Payment**
- On the Payment screen, select your **payment method**, enter your **account information** and click **Continue Payment** again
- Finally, **verify** your payment information and **submit for payment**

Thank you for completing the Registration and Fee Payment Process!