

*Now you can pay for more than just meals –
Register and pay for your student’s Advanced Placement exams online!*

- If you are not already registered on MyPaymentsPlus, visit www.mypaymentsplus.com, select “Register a FREE Account” and follow the simple instructions provided on the registration screen.



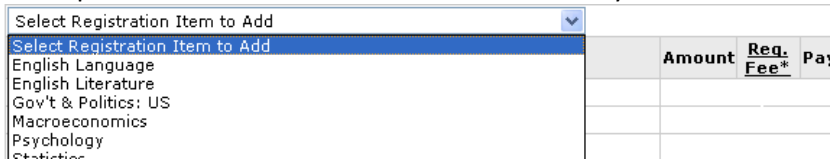
- If you already have a MyPaymentsPlus account, simply sign in at www.mypaymentsplus.com



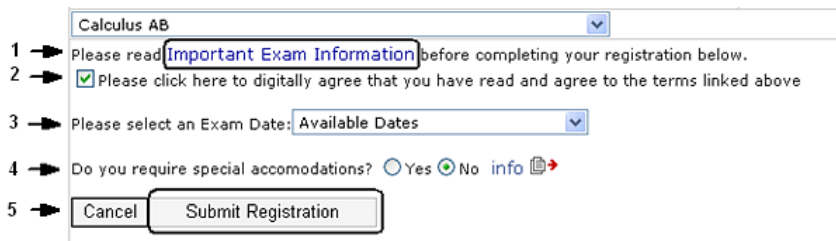
- Under “Other Payments” you will see the Advanced Placement Exam Registration:



- Click the drop down menu and select the exam for which your student needs to register:



- After selecting the exam, follow the steps below to register for the exam:
 1. Click “Important Exam Information” to review the required documentation
 2. After reviewing, click the checkbox to confirm you have reviewed the document. You cannot proceed with registration until you have confirmed that you have reviewed this document.
 3. From the drop down menu, select the exam date.
 4. Indicate if your student requires special accommodations. Important note: In order for a student to participate in AP Exams with accommodation from an IEP or 504 Plan, the accommodations must be approved by the College Board. It is the parent and/or student’s responsibility to contact the AP Coordinator at your local school to complete the process. Selecting “Yes” during exam registration does not serve as contact to the local school.
 5. Once you have completed these steps, click “Submit Registration”.



- Repeat the process above to register for each exam.
- If you incorrectly register for an exam, click “Remove” to remove the exam from your registration.

Your Student's Name	Amount	Req. Fee*	Pay
United States Government and Politics(5/13/2014: 07:00 AM to 11:30 AM) details	\$0.00	\$10.00	Remove
Macroeconomics(5/15/2014: 07:00 AM to 11:30 AM) details	\$89.00	\$0.00	Remove

- Once you have selected all exams for registration, click “Continue Payment” in the bottom right corner of the screen:



- You will then be asked to confirm that your payment amounts are correct and to choose your method of payment. Choose your payment method by simply selecting it from the dropdown:

Your Payment Method

MealpayPlus accepts MasterCard and VISA credit cards; or you may pay by electronic debit from your Checking or Savings account.

Which account do you wish to use for this payment?

Visa Card ending in: 2220

-Select Account-

Pay directly from my bank account

Pay with my Credit Card

Visa Card ending in: XXXX

Please enter your Bank Account information

* indicates required field

- After selecting and entering your payment information, click “Continue Payment” in the bottom right corner of the screen:



- Review the final screen to verify that everything has been entered correctly, and confirm your payment by clicking “Complete Payment” in the bottom right corner of the screen:



- Once you have completed registration for your student, the exam will show a status of “Enrolled” on the main payment screen. You can click on “details” to see additional exam information.

Other Payments

Advanced Placement Exam Registration

Your Student's Name (Your Student's School)	Amount	Req. Fee*	Pay
Calculus AB (4/12/2010) details		Enrolled	
Macroeconomics (4/1/2010) details		Enrolled	

Exam Name: Calculus AB
Location: Your Student's School
Dates: 4/12/2010: 01:00 PM to 04:00 PM
Special Accomodations: No

IMPORTANT NOTE: Once your student has completed the payment process and enrolled in an exam, you must contact the AP Test Coordinator to make any changes to the enrolled exam. However, if your student needs to register for additional exams, you may repeat the process above.