

MealPayPlus Registration Instructions

Step 1: Goto <http://www.mealpayplus.com>

Step 2: On the lower right side you will see **New User Registration**.
Click on K-12 Schools



Step 3: After going over the short outline of what the system can do, click on the **Start Registration** at the bottom of the page.



Step 4: you will be asked to choose a username and password, name and address. Click **Next** to continue



Step 5: Next you will come to a screen where you will choose the student to manage. From the State drop down choose **Delaware** then choose the District, which would be **Wilmington Christian School**. For the Student ID and Pin number, they would be entered as follows:

Add a Student

Select the State and District of the student you wish to add.

State:

District:

If you do not know the Student ID, it may be available from one of the following resources or you may contact your district directly for this information:

- Report card
- School registration paper work
- Student schedule
- Bus card
- Student ID card
- ACT test results
- Transcripts
- School office

Please note: only one student may be added at a time

Student ID:

[Need Help?](#)

Student PIN:

If the student's ID is **9**, you would enter 9 as the Student ID as 9, the Student PIN number would be **0009**

Here are some examples:

Student ID	Student PIN
2	0002
25	0025
186	0186
2018	2018

Step 6: Click **Add Student**.

NOTE: You **do not** need to set up a new registration, username or password for each student you have enrolled.

Step 7:
(If applicable)

You can manage multiple students with this one account by clicking on **Manage Student**, then following the steps in Step 5, entering in the ID and Pin of the other student(s)

The next time you log on, just enter your user name and password into the **Secure Sign In** box.

You can add, view, and make payments from the menu options on the left hand side of the page.



Always choose DECLINE balance account when adding \$\$