



CENTRAL NUTRITION CENTER

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Cashless Cafeteria, MyPaymentsPlus Memo

At the start of the 2014-2015 school year Nutrition Services stopped accepting cash and checks in cafeterias. All employees must use their MyPaymentsPlus prepay account or a principal's school-specific account to purchase food.

School-based employees

All school-based employees have an account that can only be used at their primary location.

Substitute teachers

All substitute teachers that are SCS employees have an account that can be used in any SCS cafeteria.

How to prepay

Employees can prepay online at www.mypaymentsplus.com or by calling 1-866-471-5510. MyPaymentsPlus also has Android and iPhone/iPad apps available. For school-based employees and substitute teachers their employee ID and PIN are the same as the employee ID shown on the district employee portal, but with enough zeros added to the front to create a 7-digit number (e.g., 4321 becomes 0004321, 54321 becomes 0054321, 654321 becomes 0654321).

When prepaying online, employees will create a free online account with MyPaymentsPlus by selecting the state and school district (Shelby County Schools). Employees will enter their employee ID number in the space for "Student's ID" and their last name in the space for "Student's Last Name". Press "Add Student" and then press "Next" to finish setting up the online account. Employees will then have the option to make a payment with Credit, Debit or E-Check. Payments take 24 to 48 hours to post. Please see the attached page for reference.

The image shows a sequence of four screenshots from the MyPaymentsPlus website registration process:

- 1:** The "Secure Sign In" page. It features a "Sign In" button and a "New customer? Register a FREE account" button. A "Need help? Click here." link is also visible.
- 2:** The registration steps page. It lists five steps: Step 1: Begin Registration, Step 2: Create Your Profile, Step 3: Create your Sign In, Step 4: Confirm your Profile, and Step 5: Complete. A "Need help? Click here." link is present.
- 3:** The "Add a Student" page. It shows dropdown menus for "State" (Tennessee (TN)) and "District" (Shelby County Schools). Below these are input fields for "Student's ID" and "Student's Last Name". A "Need help? Click here." link is also present.
- 4:** The "Add Student" button on the "Add a Student" page, which is circled in red.