

# Creating a New Online Payment Account

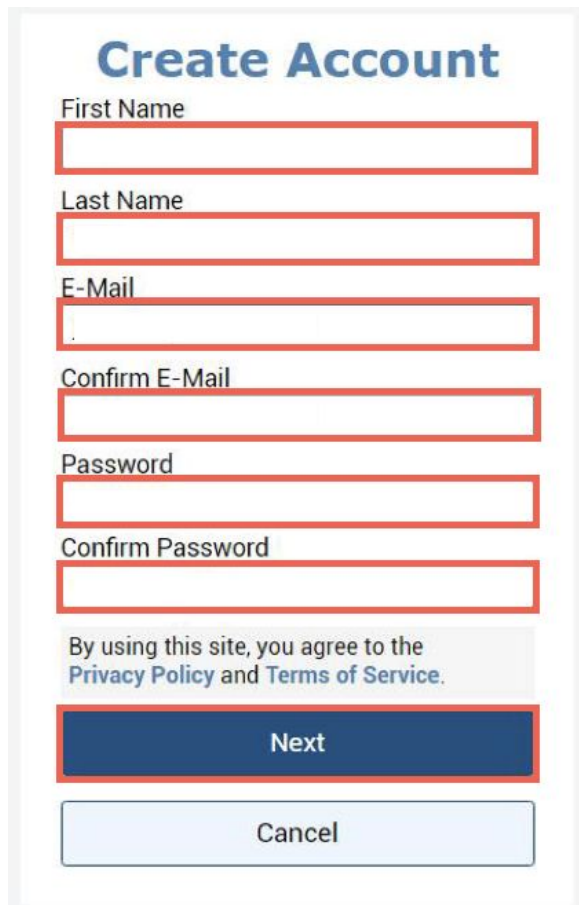
## Creating Account

1. Go to [Student Quick Pay](#) and click **Create Account**.



The screenshot shows the top of the PLANO Independent School District website. Below the header is a "Sign In" section with two input fields: "Enter your email" and "Enter your password". Below these fields are two buttons: a dark blue "Sign In" button and a light blue "Create Account" button. The "Create Account" button is highlighted with a red border. At the bottom of the sign-in section is a link for "Forgot Password?".

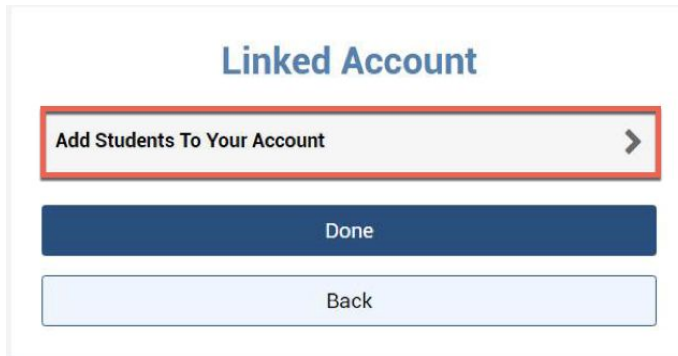
2. Provide their **First** and **Last Name**, **Email** and a **Password**. Then click **Next**



The screenshot shows the "Create Account" form. It has a title "Create Account" in blue. Below the title are six input fields, each with a red border: "First Name", "Last Name", "E-Mail", "Confirm E-Mail", "Password", and "Confirm Password". Below the input fields is a grey box containing the text "By using this site, you agree to the [Privacy Policy](#) and [Terms of Service](#)." Below this box are two buttons: a dark blue "Next" button and a light blue "Cancel" button. Both buttons are highlighted with a red border.

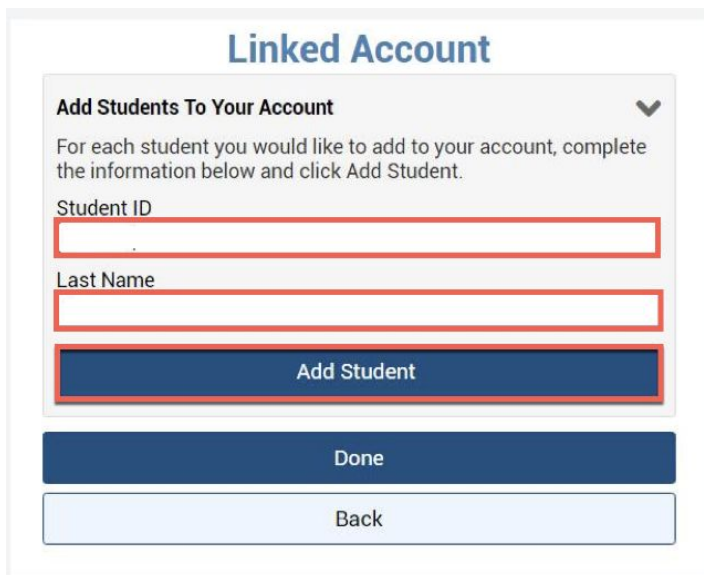
## Adding Students

1. Click on **Add Students To your Account**.



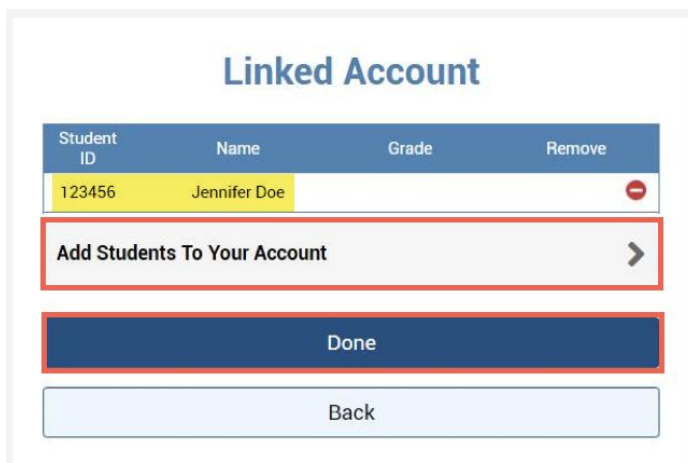
The screenshot shows a mobile interface titled "Linked Account". At the top, there is a button labeled "Add Students To Your Account" with a right-pointing chevron icon. This button is highlighted with a red border. Below it are two more buttons: a dark blue "Done" button and a light blue "Back" button.

2. Type in the **Student ID** and **Last Name** of the student, then click **Add Student**.



The screenshot shows the "Add Students To Your Account" section expanded. It contains the text: "For each student you would like to add to your account, complete the information below and click Add Student." Below this text are two input fields: "Student ID" and "Last Name", both highlighted with red borders. Below the input fields is a dark blue "Add Student" button, also highlighted with a red border. At the bottom of the form are "Done" and "Back" buttons.

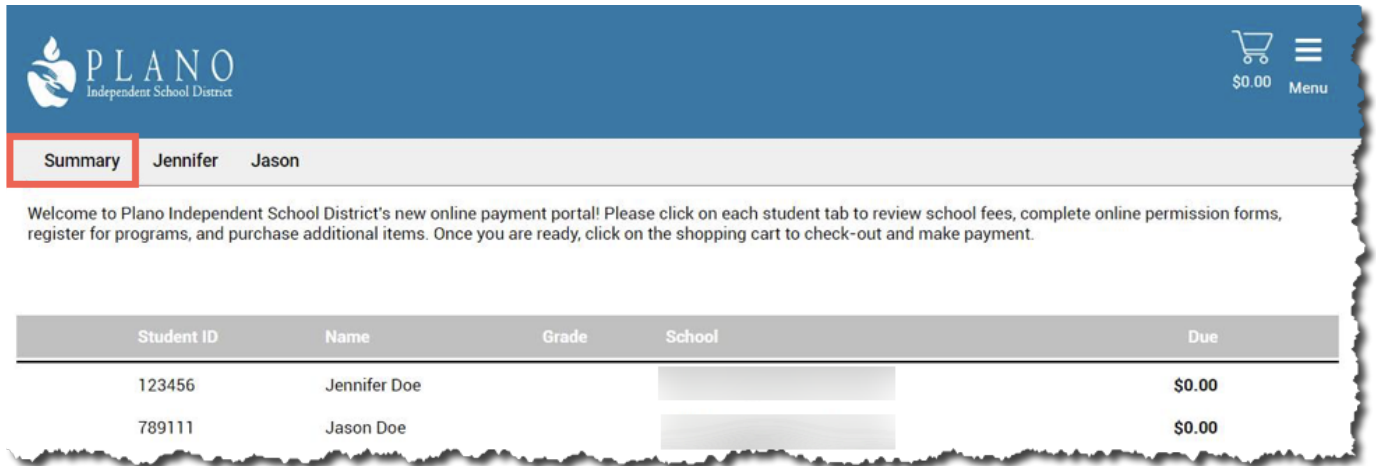
3. Confirm the correct student has been added.
  - a. Click on **Add Students To your Account** and repeat steps 3-4 to add more students.
  - b. Or click on **Done**



The screenshot shows the "Add Students To Your Account" section with a table of added students. The table has four columns: "Student ID", "Name", "Grade", and "Remove". One student is listed: "123456" with the name "Jennifer Doe". The "Add Students To Your Account" button below the table is highlighted with a red border. At the bottom are "Done" and "Back" buttons.

Student ID	Name	Grade	Remove
123456	Jennifer Doe		

4. You will be brought to a **Summary page** if you have multiple students, or directly to your child's account if you only have one.



5. Click on the individual student tab to review their account and any available online forms.

