



## Online School Payment Facility



We have introduced a facility to allow you to pay school expenses securely online with your debit or credit card.

**\*\*\*We would encourage ALL parents to avail of this facility\*\*\***

### **ACTIVATION** – PLEASE ACTIVATE YOUR ACCOUNT AS PROMPTLY AS POSSIBLE:

- Click on the Easy Payments Plus button on the school's website.
- Select **Activate Account** on the menu at the top of the screen.
- You are asked for YOUR mobile phone number and YOUR surname.
- You will then receive an activation code via text message to your phone.
- Input this code together with your preferred email address and a password to activate your account.
- You can then use this email address and password to login and make payments.

### **PAYMENT**

- Go to the school's website and select the Easy Payments Plus button.
- Login using the email address and password you input during account activation.
- Follow the instructions to select the item(s) to pay and enter your card details.
- You will receive a receipt via email for every payment you make.
- From then on you can login to your account at any time and look at payments you have made and any instalments you have setup.

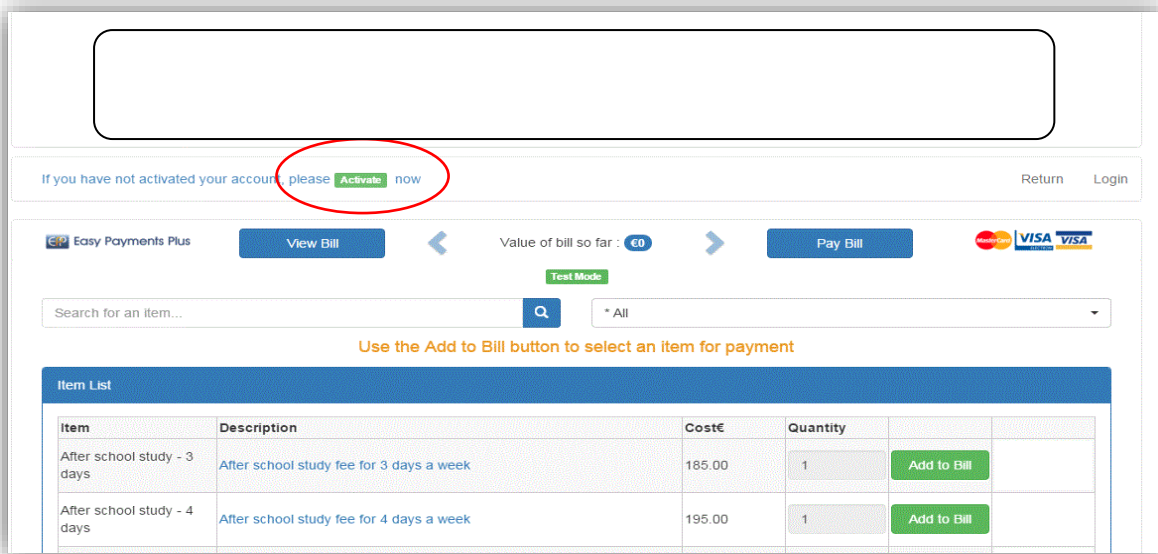
### **SECURITY**

- All payments are processed using SSL (Secure Socket Layer) technology, which ensures the security of the transaction as it is being processed.
- All payments are processed by a PCI (Payment Card Industry) compliant payment processor, which ensures all card holder's data is managed securely.
- Easy Payments Plus has updated its policies, processes and procedures to ensure that student data is held in a GDPR compliant manner.

If you have any questions please do not hesitate to contact the school.

## How does a parent activate their account?

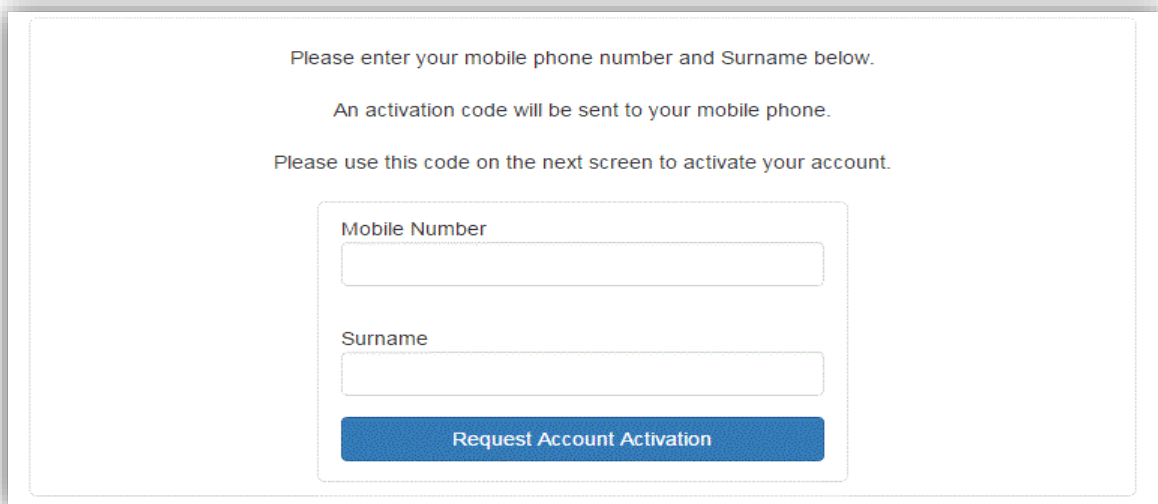
1. Go to the school's website.
2. Click on **Activate** button.



The screenshot shows the Easy Payments Plus interface. At the top, a message reads: "If you have not activated your account, please **Activate** now". The "Activate" button is circled in red. Below this, there are navigation buttons for "View Bill" and "Pay Bill", along with a "Value of bill so far: €0" and "Test Mode" indicators. A search bar is present with the text "Search for an item...". Below the search bar, a message says "Use the Add to Bill button to select an item for payment". An "Item List" table is displayed with the following data:

Item	Description	Cost€	Quantity	
After school study - 3 days	After school study fee for 3 days a week	185.00	1	<b>Add to Bill</b>
After school study - 4 days	After school study fee for 4 days a week	195.00	1	<b>Add to Bill</b>

3. Input mobile number and surname (as per the school's records).



The screenshot shows a form for account activation. The text reads: "Please enter your mobile phone number and Surname below. An activation code will be sent to your mobile phone. Please use this code on the next screen to activate your account." Below the text are two input fields: "Mobile Number" and "Surname". At the bottom of the form is a blue button labeled "Request Account Activation".

4. Easy Payments Plus will try to match the above data against the school's EPP database. If a match is successful, then the parent will be texted a code to their mobile phone.

5. The parent then completes their account activation by inputting the data on the screen below:

Mobile Number  
0872856490

E-Mail Address

Activation Code

New Password

Retype New Password

ON  
Tick if you want to receive text notifications from Demo Account Secondary Schools

ON  
Tick if you want to receive email notifications from Demo Account Secondary Schools

ON  
Select if you want to receive news and offers from Easy Payments Plus