

# Online Payment Facility

We have recently introduced a facility to allow you to pay 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 our website.
- Select **Activate Account** on the menu at the top of the screen.
- You are asked for your mobile phone number (of first-named parent contact on school database which is mother in most cases) and surname (mother's surname if first-named contact).
- You will then receive an activation code via text message to your phone.
- Input this code together with your 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.

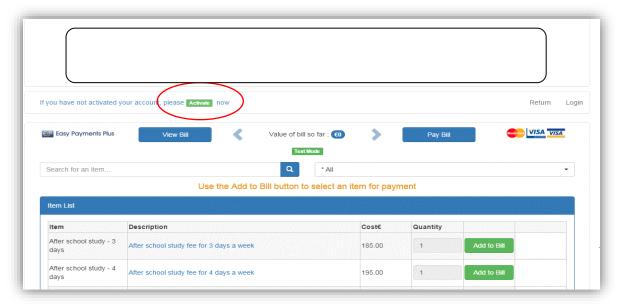
### **SECURITY**

- 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.

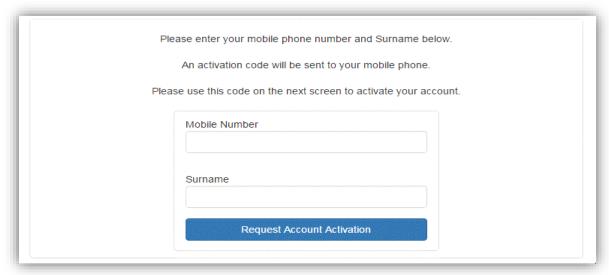
If you have any questions please do not hesitate to contact the school.

# **ACTIVATION - Instructions**

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



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



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:

