



# Easy Payments Plus

## 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 surname.
- 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 e mail the school.

We have kept it very simple to begin, just two options for each pupil, expenses and insurance. Your receipt will be e mailed to you.

Thank you

C. Bean Uí Shúilleabháin