

**INTERNET PAYMENTS
USER INSTRUCTIONS**

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1. **Connect to the Internet payments website**

- Load your Internet browser (*this might be Internet Explorer or Mozilla Firefox*).
 - To allow you to use the school Internet Payment website you **must** have 'cookies' enabled. (A cookie is a file that is stored on your computer. It contains the address of the Web site and codes that your Internet browser sends back to the Web site each time you visit a page there. Cookies do not usually contain personal information.) You only have to carry out this procedure once. The following website gives instructions on how to enable cookies in your web browser: <http://www.google.com/cookies.html>
 - After you have enabled cookies, enter the website address supplied by your child's school.
 - Click on Create New Account
 - Enter a user name and password, The user name must be a valid email address
 - Enter Pupil Link Code that has been supplied by the school. You may have more than one depending on number of siblings you have. Only enter one and the others can be entered within the website
 - Enter your billing address details (these need to match the address on the credit/debit card that will be used for making online payments).
 - Click on Confirm.
 - Login with email address and password
 - The **Accounts payment** screen for your child is displayed.
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2. **Select a pupil**

Your child's name is displayed on the screen. If you wish to make a payment against a sibling, select them from the **Current pupil** drop down box. To add a sibling see section 6 *View/amend your account details*

3. **Make your purchases**

To navigate to the item you want to make a payment against, either use the Quick Links on the right hand side of the screen or scroll down to relevant item. You can also collapse and expand the item groups to view

a. **Other Items – e.g. Ties or Badges**

- Click on **Other Items** to display any services or products offered by the school.
- To make a payment select **Quantity** using the drop down box. If applicable, enter an amount in the **Unit Price**. **Total Price** for this item will be displayed.
- Click on **Add to Basket**. This will appear in your basket (top right hand side).

b. **Trip/Event payments**

- Click on **Trips/Events** to display ones that your child is currently selected for, together with amounts **Owing** and **Paid**. Trip/event payments will not be displayed if they are not available to your child.
 - Some **Trips/Events** may have (Optional) next to them. These are for events your child is eligible to attend if you would like them to.
 - To make a trip/event payment, enter an amount in the **Enter payment amount** field. Click on **Add to Basket**. This will appear in your basket (top right hand side).
 - Click on a trip name to view details of the trip including any relevant notes entered by the school. Depending on school procedure, it may also include **Trip check boxes** to allow you to give permission, on line, for your child to attend a trip. Click **Save** to save any changes made on this screen.
 - Click on **View History** to display all payments made against this trip using the Internet, cash or cheque.
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4. **Proceed to checkout**

- Click on **Checkout**. The contents of **Your Basket** will be displayed.
- Click on **Edit** to edit items selected for purchase, if required.
- Click on **Back** to continue shopping.
- Click on **Checkout** to place the order and enter the payment details.

5. **Enter payment and contact information**

a. **Billing address**

The **Billing Address** should match the details entered on sign-in. Change any information if necessary.

The address must match the billing address for your credit/debit card. Emails will be sent to the email address entered to:

- Confirm payment by Bank.
- Confirm order and items purchased.

- Click on **Place Order**.

b. **WorldPay Secure Payment Page**

The **WorldPay Secure Payment Page** is displayed.

- Click on your payment method.



- Enter your **Card Details**.
- Click on MAKE PAYMENT.

Card Details ?

You must fill in fields marked with *

* Card number	<input type="text" value="012345678910"/>
Security code	<input type="text" value="999"/>
* Expiry Date	03 <input type="text"/> 2013 <input type="text"/>
* Cardholder's Name	<input type="text" value="James Smith"/>

START AGAIN
MAKE PAYMENT

CANCEL PURCHASE

Refunds and Returns

For more information visit our [refund and returns policy](#).

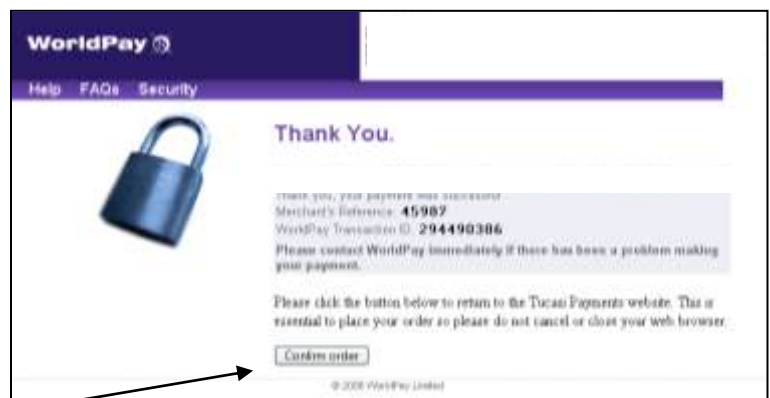
WorldPay is part of the Royal Bank of Scotland Group.
 For help with your payment visit the: [WorldPay Help](#).

The payment is processed.

You must click on **Confirm order** to complete the transaction.

Do not cancel or close your web browser.

You must click on **Confirm order** to complete the transaction.



Your order will be displayed.

You will receive 2 email confirmations to the address provided by you:

1. to confirm the payment from your bank.
2. to confirm the items purchased.

6. *View/amend your account details*

- Click on **Your Account**.
 - Your child's **Order History** is displayed.
 - Click on an **Order Number** to display the details of that order.
 - Click on [Addresses](#) to view/amend the Billing Address details.
 - Click on [Email/Password](#) to amend the account login information.
 - Click on [Link Account](#) to link Sibling accounts. If a parent has more than one child at the school or children at other schools using SCO Internet Payments, the parent can use one SCO Internet Payment account to view account details and make payments for all their children. **Note:** although pupil accounts can be linked between schools using SCO Internet Payments, parents must record separate transactions for items at the different schools. Each child is issued with a link code, enter this code and click on link account.
 - Click on [Logout](#) to exit the Internet payment system or select **Logout** at the top right of the screen.
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7. *Forgotten your password?*

- Load your web browser and enter the website address supplied by your child's school.
 - On the log in screen select **Send Password**.
 - Type in your current email address.
 - You will receive an email with your password details.
- OR**
- Contact the Finance Department at your school and they will reset your password to the original one issued.
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**For further enquiries, or to cancel an Internet payment,
please contact the Finance Department at your school.**