



17th February 2026

Dear Parents/Guardians,

From yesterday the Easy Payment Plus system was updated to a new version. It has a new intuitive look and it will be easier to find the fees, known as “products” in the new version, to pay.

Please note that you only need to activate your account *if you already were the payer* of your son(s) in the old system. You will need to use the same email address and your password previously used.

Follow the steps below to successfully activate your account into the new system.

Activating your account:

1. Click on the **“Sign In”** button over on the far right of the screen
2. When you reach the sign-in screen, click on the **“Sign Up”** option.
3. Enter the email address associated with the school.
You will then be prompted to activate this email address.
4. Follow the on-screen instructions to complete the activation process.

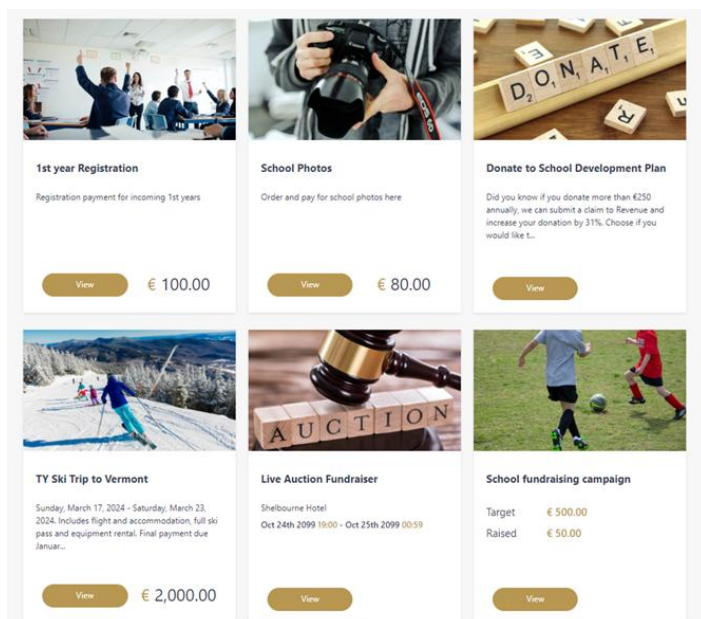
Future logins:

To log into your account in the future, find the school payments button on the school's website: choose **"Sign In"** and enter your logon email and Password.

- **Sign in:**
Enter your login credentials - email address associated with your school account and password.
- **Forgotten Password:**
If you have already activated the account but you do not remember the Password, choose **"Forgotten Password"**, enter your email, submit and follow instructions on the screen to re-set your Password.

How to make a Payment:

You should see a school payment homepage which will look like the below:



1. Click the **"View"** button to see more information about the item you wish to purchase.
2. Fill in the required details and click **"Add to Cart"** when you're ready.
3. If you need to purchase more than one item, select **"Go to List"**; otherwise, click **"Pay Now"**.
4. Review your payment summary. If everything is correct, click **"Proceed"**.
5. Enter your card details when prompted and Click **"Pay Now"**.
6. Once your payment is successful, you will receive an on-screen receipt, and a copy will be emailed to you.