

Dear Parents/Guardians of the school,

The school will continue to use Payzone for payments for school trips, extracurricular activities and sports.

If you already have a Payzone account, please continue to use the same account. If you are a new parent/guardian and do not yet have an account, please follow the instructions in the attached letter to activate your account.

Please note that there is one designated payer per family. By default, the mother is registered as the designated payer on Payzone unless a change has been communicated to the school in advance.

Please follow the instructions below to activate your account on Payzone:

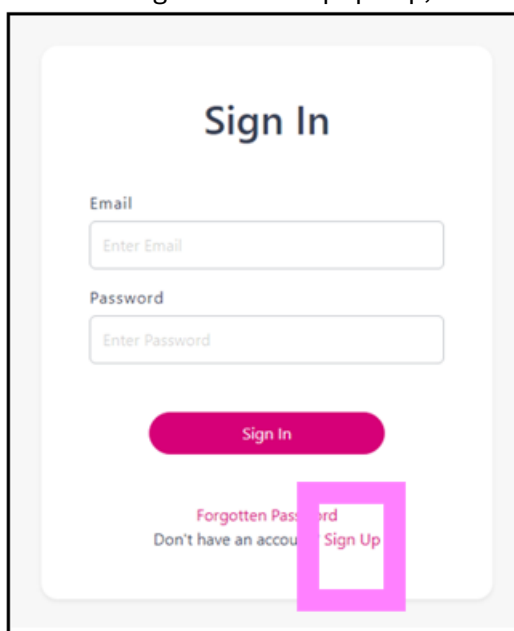
Activating your account:

NEW USERS

1. Click on “Sign In” on the top right-hand side of the homepage.



2. When the Sign In window pops up, click on “Sign Up”.

A screenshot of a "Sign In" window. The title "Sign In" is at the top in a large, bold, dark blue font. Below it are two input fields: "Email" with a placeholder "Enter Email" and "Password" with a placeholder "Enter Password". Below these fields is a large, rounded, magenta button with the text "Sign In" in white. At the bottom of the window, there is a link that says "Forgotten Password" and "Don't have an account? Sign Up". The "Sign Up" text is highlighted with a pink rectangular box.

3. Follow the onscreen instructions to register for a new Payzone account.
4. You will need to validate the registration from a validation email sent to your email address
5. Please ensure that you start and finish the set up on the SAME device.

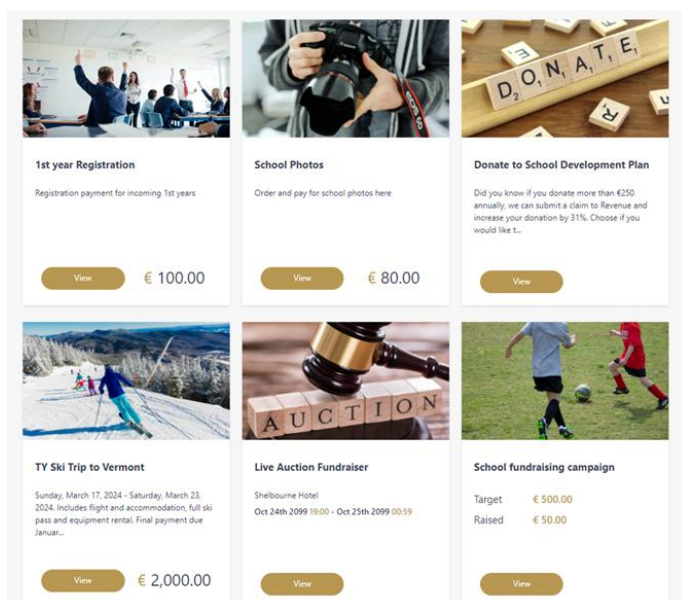
Future logins:

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.