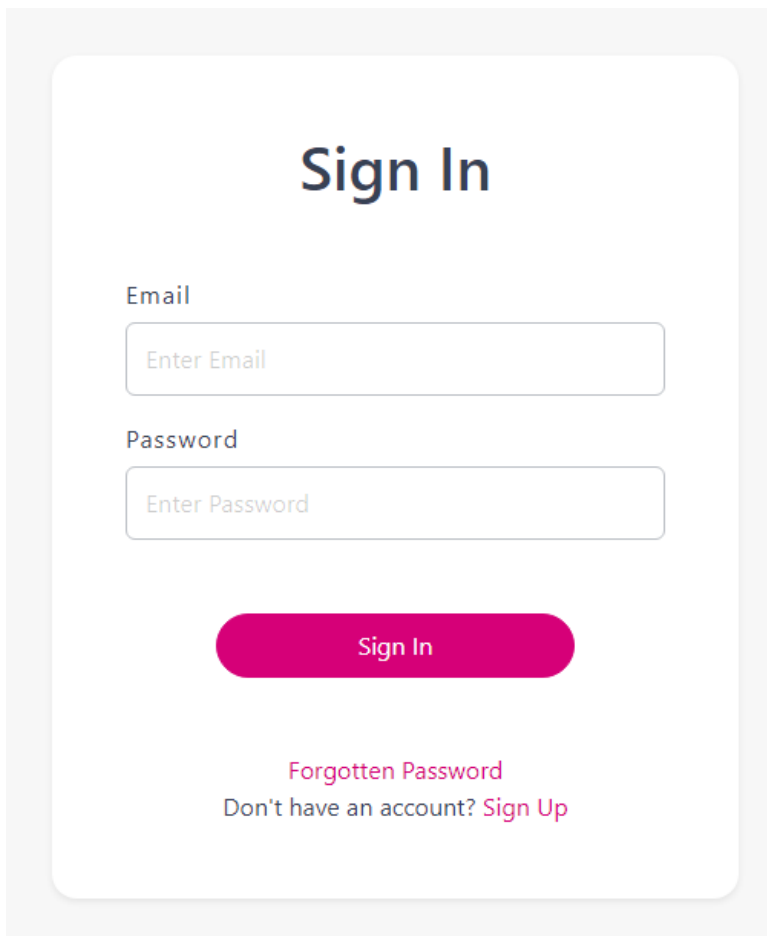


Dear Parents/Guardians

Activating your account:

1. When you reach the sign-in screen, click on the "**Sign Up**" option.
2. Enter the email address associated with the school.
You will then be prompted to activate this email address.
3. Follow the on-screen instructions to complete the activation process.

A mockup of a 'Sign In' screen. The title 'Sign In' is centered at the top in a large, dark blue font. Below it are two input fields: 'Email' with a placeholder 'Enter Email' and 'Password' with a placeholder 'Enter Password'. A magenta 'Sign In' button is centered below the fields. At the bottom, there is a link for 'Forgotten Password' and a link for 'Don't have an account? Sign Up'.

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.

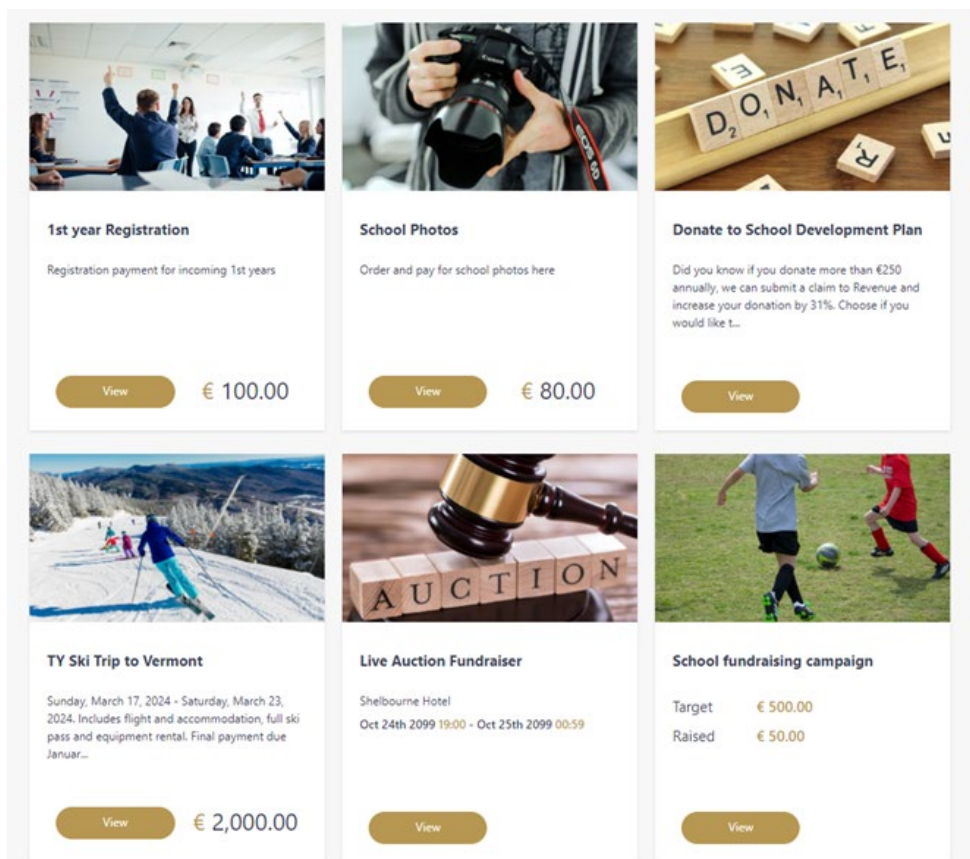
- **Sign in:**
Enter your login credentials - email address associated with your school account and Password

- **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.