



Online School Payment 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 YOUR surname. **PLEASE NOTE:** when you are inputting your mobile number, please first click the dropdown "Select" to choose your country code. For Irish mobile numbers this is always +353. Then, when you are entering your mobile number in the next box, please drop the 0 from your number and enter it in this format 871234567 (not 0871234567)
- You will receive an activation code via text message to your mobile phone.
- Input this code together with your preferred email address and create a password to activate your account.
Password Rules: Min of 8 characters, at least 1 capital letter, 1 small letter, 1 number and 1 symbol
- You can then use this email address and password to login and make payments.

FUTURE PAYMENTS

- Go to the school's website and select the relevant 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 if applicable.

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.
- Easy Payments Plus has updated its policies, processes and procedures to ensure that student data is held in a GDPR compliant manner.

If you have any questions please do not hesitate to contact the school.

How does a parent activate their account?

1. Go to the school's website.
2. Click on **Activate** button.

The screenshot shows the Easy Payments Plus website interface. At the top, there is a large empty rectangular box. Below it, a message states: "If you have not activated your account, please **Activate** now". The word "Activate" is highlighted with a red circle. To the right of this message are links for "Return" and "Login". Below the message bar, there is a navigation area with the "Easy Payments Plus" logo, a "View Bill" button, a "Value of bill so far : €0" display, and a "Pay Bill" button. There are also logos for Mastercard, VISA, and VISA BUSINESS. A "Test Mode" button is visible. Below this is a search bar with the placeholder text "Search for an item..." and a dropdown menu set to "All". A message below the search bar says: "Use the Add to Bill button to select an item for payment". The main section is titled "Item List" and contains a table with two items:

Item	Description	Cost€	Quantity		
After school study - 3 days	After school study fee for 3 days a week	185.00	1	Add to Bill	
After school study - 4 days	After school study fee for 4 days a week	195.00	1	Add to Bill	

3. Input mobile number and surname (as per the school's records).

Please enter your details below.

An activation code will be sent to your phone.

Please use this code on the next screen to activate your account.

The form is titled "Request Account Activation" and contains two input fields. The first field is labeled "Mobile Number" and has a dropdown menu with the word "Select" and a downward arrow. The second field is labeled "Surname" and is a standard text input box. Below these fields is a large green button with the text "Request Account Activation".

4. Easy Payments Plus will try to match the above data against the school's EPP database. If a match is successful, then the parent will be texted a code to their mobile phone.

5. The parent then completes their account activation by inputting the data on the screen below:

Mobile Number

851234567

E-Mail Address

Activation Code

New Password

Retype New Password

☐ Tick if you want to receive text notifications from Demo School AAAA

☐ Tick if you want to receive email notifications from Demo School AAAA

☐ Check this box to agree to our terms and conditions

Activate Account