

Instructions for Online Payments

In order to facilitate ease of payment of school funds, Colaiste Chilliaín is now using the MIT online payment system. This means that you can pay voluntary contributions and other school fees through our secure online system by credit or debit card and keep track of payments paid and print off a receipt.

To set up your online payment account:

1. Go to the school webpage www.colaistechilliaín.ie
2. For your first time to login select the **Online Payment**.
3. Enter your child's details as follows:
1st Line: First name + Ó, Ní, Mac, Nic
2nd Line: Surname
3rd Line: PPS number
Example as appears on this letter see below*
4. Press NEXT.
5. You will be asked to confirm if your address and contact details are correct and you must enter an email address for further communication. (This email address will be used as your username) You must also create and confirm a password. Keep a secure record of these as you will use them to login on future occasions.
6. Note that you can edit your child's personal and contact details on the system. If you notice an error in your details, please click on the edit button and update once corrections have been made. Please tick the box confirming your details are now correct and click the Confirm button.
7. You will see at least two tabs in the payment screen depending on how many children you have attending Colaiste Chilliaín. Choose the Family tab if you wish to pay a number of fees or choose your child's name if you wish to make a payment against this student.
8. Choose the amount you wish to pay from the payment dropdown and click the Next button.
9. Enter your credit card details as instructed on the screen and click on the Next button. If you have any difficulties at this stage, please phone the school office.
10. You can print and/or save your receipt.

Please support our efforts to reduce the amount of cash and cheques we deal with in the school office and to make our payment system more efficient.

Thank you for your contribution.

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