

Internet Payments

Parents are now able to pay with a credit/debit card for trips and dinner money top ups online. Cash and cheque payments will still be accommodated, but we hope that you will see the benefits of using the online system, and use that instead. Please note, to use the system you will need a valid email address.

From September 2012 we are able to offer online payments for the cashless catering via LCCG and for other products that can be purchased from school.

Similar Internet Payment systems have already been installed in many schools nationally, bringing a number of important benefits:

- simple to use web interface
- payments made are secure and reliable
- parents can view their full payment history online
- reduce risk of pupils losing cash

To register

You should have received a letter detailing your username and password, from each of your children at school. Please use the details from your youngest child to register. Other children will show in a drop-down list when you are registered, and logged in to your account.

If you have not received a letter and would like to register please contact the finance department at the school.

(Please note that you are asked for "email address" on the login page, but for your first login only you need to use your "user name" as provided on the letter. After that you will use the email that you provided).

User Guide (Link?)

INTERNET PAYMENTS

USER INSTRUCTIONS

Contents

1.	Connect to the Internet Payments Website	2
2.	Select a pupil	3
3.	Make your purchases	3
	a. Trips/Events	3
4.	Proceed to Checkout	4
5.	Enter payment and contact information	5
	a. Billing address	5
	b. WorldPay Secure Payment	5
6.	View/amend your account details	6
	Order History	6
	Address details	6
	Email/Password	6
	Pupil Settings	6
	Link Accounts	6
	Logout	6
7.	Forgotten your password?	7

1. **Connect to the Internet payments website**

- Load your Internet browser (*this might be Internet Explorer or Mozilla Firefox*).
 - To allow you to use the school Internet Payment website you **must** have 'cookies' enabled. (A cookie is a file that is stored on your computer. It contains the address of the Web site and codes that your Internet browser sends back to the Web site each time you visit a page there. Cookies do not usually contain personal information.) You only have to carry out this procedure once. The following website gives instructions on how to enable cookies in your web browser: <http://www.google.com/cookies.html>
 - After you have enabled cookies, enter the website address www.bowland.lancsngfl.ac.uk
 - Click on Create New Account
 - Enter a user name and password. The user name must be a valid email address
 - Enter the Pupil Link Code that has been supplied by the school. You will be provided with a Pupil Link Code for each child you have at the school, but should enter only one at this stage as the others will be entered within the website.
 - Enter your billing address details (these need to match the address on the credit/debit card that will be used for making online payments).
 - Click on Confirm.
 - Login with your email address and password
 - The **Accounts payment** screen for your child is displayed.
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2. *Select a pupil*

Your child's name is displayed on the screen. If you wish to make a payment against a sibling, select them from the **Current pupil** drop down box.

To add a sibling see section 6 View/amend your account details.

3. *Make your purchases*

To navigate to the item you want to make a payment against, either use the Quick Links on the right hand side of the screen or scroll down to relevant item. You can also collapse and expand the item groups to view

a. **Trip/Event payments**

- Click on **Trips/Events** to display ones that your child is currently selected for, together with amounts **Owing** and **Paid**. Trip/event payments will not be displayed if they are not available to your child.
- Some **Trips/Events** may have (Optional) next to them. These are for events your child is eligible to attend if you would like them to.
- To make a trip/event payment, enter an amount in the **Enter payment amount** field. Click on **Add to Basket**. This will appear in your basket (top right hand side).
- Click on a trip name to view details of the trip including any relevant notes entered by the school. Depending on school procedure, it may also include **Trip check boxes** to allow you to give permission, on line, for your child to attend a trip. Click **Save** to save any changes made on this screen.
- Click on **View History** to display all payments made against this trip using the Internet, cash or cheque.

4. *Proceed to checkout*

- Click on **Checkout**. The contents of **Your Basket** will be displayed.
 - Click on **Edit** to edit items selected for purchase, if required.
 - Click on **Back** to continue shopping.
 - Click on **Checkout** to place the order and enter the payment details.
-

5. *Enter payment and contact information*

a. **Billing address**

The **Billing Address** should match the details entered on sign-in. Change any information if necessary.

The address must match the billing address for your credit/debit card.

Emails will be sent to the email address entered to:

- Confirm payment by Bank.
- Confirm order and items purchased.

- Click on **Place Order**.

b. **WorldPay Secure Payment Page**

The **WorldPay Secure Payment Page** is displayed.

- Select your payment method.

The screenshot displays the WorldPay Secure Payment Page for St Paul's Catholic College. The page features a purple header with the WorldPay logo and navigation links for Help, FAQs, and Security. A large padlock icon is positioned on the left side. The main content area includes a description of the purchase, the amount (£155.20), and a section titled 'Select your payment method' with various card logos (MasterCard, VISA, DELTA, Maestro). A 'Cancel' button is located at the bottom right of the payment method selection area. The footer contains the MasterCard SecureCode logo, the WorldPay logo, and a note that WorldPay is part of the Royal Bank of Scotland Group.

- Enter your **Card Details**.
- Click **MAKE PAYMENT**.

Card Details ?

You must fill in fields marked with *

* Card number	<input type="text" value="012345678910"/>
Security code	<input type="text" value="999"/>
* Expiry Date	<input type="text" value="03"/> <input type="text" value="2013"/>
* Cardholder's Name	<input type="text" value="James Smith"/>

START AGAIN
MAKE PAYMENT

Refunds and Returns

For more information visit our [refund and returns policy](#).

payments powered by
 WorldPay is part of the Royal Bank of Scotland Group.
 For help with your payment visit the: [WorldPay Help](#).

The payment is processed.

You must click on **Confirm order** to complete the transaction.

Do not cancel or close your web browser.

You must click on **Confirm order** to complete the transaction.

St PAUL'S CATHOLIC COLLEGE

[Help](#) [FAQs](#) [Security](#)

Thank You.

This was NOT a live transaction - no money has changed hands

Thank you, your payment was successful

Please contact WorldPay immediately if there has been a problem making your payment.

Please click the button below to return to the Tucasi Payments website. This is essential to place your order so please do not cancel or close your web browser.

Confirm order

© 2006 WorldPay Limited

Your order will be displayed.

You will receive email confirmation to the address provided by you:

1. to confirm the payment from your bank.
2. to confirm the items purchased.

6. *View/amend your account details*

- Click on **Your Account**.
 - Your child's **Order History** is displayed.
 - Click on an **Order Number** to display the details of that order.
 - Click on **Addresses** to view/amend the Billing Address details.
 - Click on **Email/Password** to amend the account login information.
 - Click on **Pupil Settings** to set the daily spend limit for your child if your school has cashless catering.
 - Click on **Link Account** to link Sibling accounts. Each child is issued with a Link code, enter this code and click on link account.
 - Click on **Logout** to exit the Internet payment system or select **Logout** at the top right of the screen.
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7. *Forgotten your password?*

- Load your web browser and enter the website address supplied by your child's school.
- On the log in screen select **Send Password**.
- Type in your current email address.
- You will receive an email with your password details.

For further enquiries, or to cancel an Internet payment, please contact the Finance Department at your school.