



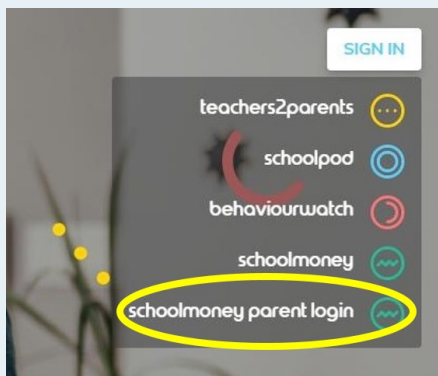
# A quick guide to the online payment system



## Logging In

To log into your SchoolMoney account, you will need to enter the following address:  
[www.eduspot.co.uk](http://www.eduspot.co.uk)

In the top right hand corner of the screen is a sign in button. Please click on this . A drop down box will appear—click on the bottom option of schoolmoney parent login.



This will then send you to the parent login page

A screenshot of the 'Parental Login' page on the eduspot website. It features the SchoolMoney logo and a 'Go' button. Below the button are input fields for 'Mobile', 'Email', 'Password', and 'Child's First Name'. At the bottom, there is a small note: 'If you are having any trouble accessing your account, please contact your child's school.'

Please enter the following information:

Your mobile number

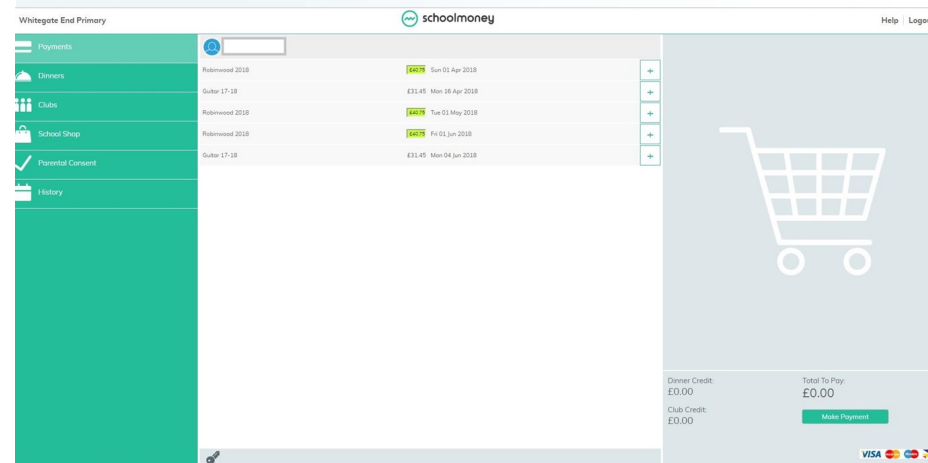
- Your email address
- The password the school has sent to you by text or email
- Your child's first name

Press Go

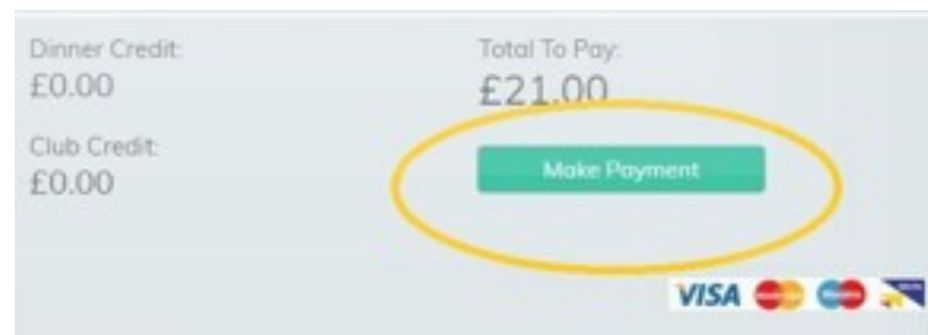
Please note: Only enter your child's First Name. This needs to be spelt in the same way as it is entered on our system, e.g. If our records have your child's name spelt as Samuel you should not enter Sam.

## Making a Payment

Once you have logged into your account, you will then be able to make payments for your child. If you have more than one child that attends the school then their payments will show beneath their names. Names are listed alphabetically. Any dinner arrears that your child has accumulated will appear first on the list, followed by payments that the school has set up for things such as trips, clubs and fees.



To pay for an item select the + sign next to the payment. This will add the payment to the basket and turn the payment yellow to show that it has been selected. You can overtype any boxes in green to make a part payment . Click on the make payment button.



The system will take you to a screen where you can enter your card details. You will have to do this every time that you want to make a payment due to security on the system. **We do not store debit/credit card details.**

The screenshot shows a payment interface titled 'Pay using credit or debit card'. It features three main sections: 1. 'About the Cardholder' with a 'Name' input field. 2. 'About the Card' with fields for 'Card Number', 'Security Number', and 'Expiry Date' (MM/YY). 3. 'Confirm' with a message 'You are about to pay £0.10 from your credit or debit card:' and a green 'Pay Now' button. At the bottom, it states 'Your payment is protected by:' followed by logos for 'Verified by VISA' and 'MasterCard SecureCode'. A footer line reads '© 1996-2016 Paysafe Plc. All rights reserved. | Paysafe Privacy Policy'.

A confirmation pop up will appear once you have selected 'Pay Now' so that you know the details have been processed and you will receive an email receipt shortly afterwards.

### Frequently Asked Questions:

**Do I have to make payments online?** Yes, we are a cashless school and payments must be made online.

**What happens if I change my mobile number or email address?** If you change any of your contact details, you need to let school know as soon as possible. If we do not have the correct contact details for your child then you may not be able to access your SchoolMoney account and you won't receive message updates from us.

**Does SchoolMoney store my card details when I make a payment?** SchoolMoney never stores card details, making the process of paying for your child's school items highly secure. Each time you start the payment process you will need to input your card details.

**What happens if I have more than one child at the school?** You will receive a password for each child that you have registered at the school. However, if you sign in under one child's details then all of your children will be registered on the account. This enables you to pay for every child at once, not just the one you have signed in with. This is done automatically.

**What happens if I forget my password?** If you have forgotten the password that school has sent out to you or you have deleted the message then you will need to contact us directly. We will be able to issue you a password reminder. Password cannot be changed.

**What happens if I am separated from my partner and we both want to pay?** At the moment we are only allowed one account per child. If you do not want to share your login details with an ex-partner, we would advise that they use other forms of payment such as PayPoint.

**I am logging in with one child but cannot see my other children, what is wrong?** It will be because they are not linked as siblings on the SchoolMoney system. To link children as siblings the mobile numbers and email addresses need to be the same. Contact us and we will check that all of your children's details match.

**For any other queries—please contact the school office on 0161 770 5460**