

Pay360 Education Payments - User Quick Guide

How do I sign in?

1. In a web browser, navigate to the Pay360 Education Payments website (<https://www.pay360educationpayments.com>).

2. Click the **Sign In** button to display the sign in page.

[Sign in](#) [Register](#)

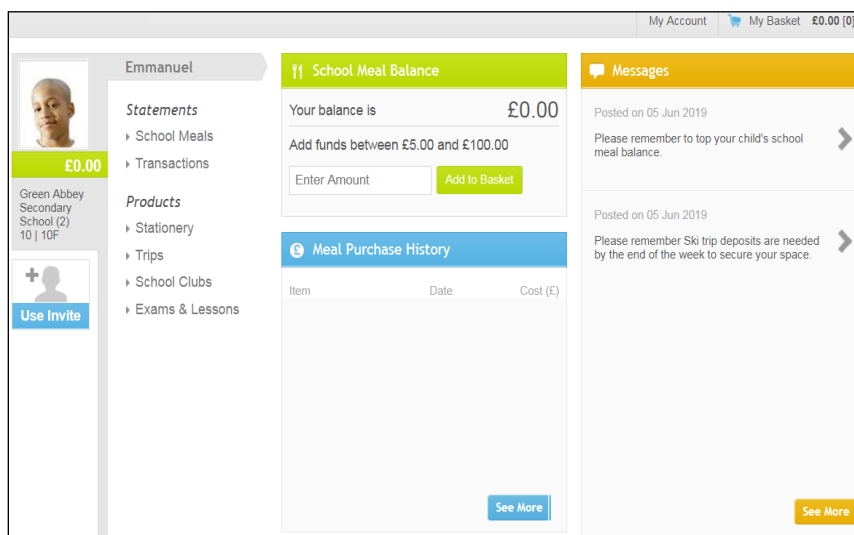
3. Click the icon for your sign in provider and you will be directed to sign in using your existing details (see separate guide on 'getting started').



4. On completion of sign in, the Pay360 Education Payments home page (**My Homepage**) is displayed.

My Homepage

- You will see a photograph of your child(ren) or just their name.
- You will see the products and services available for purchase, your statement and any messages.
- At Banks Road we do not use the School Meals facility as we do not charge for meals.



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Purchasing Products & Services

1. From **My Homepage**, click a child's name or their picture (if there is one) on the left-hand side of the page to display the selected child at the top of the group.
2. From the **Products** menu (displayed below the child's name), select a service to view the associated items.

Paying for School Clubs

- Select **School Clubs** from the drop-down list, and choose the Service you wish to pay for.
- Enter an **amount** that you wish to pay. Each of the School Clubs have a variable amount option, to enable parents to pay the amount shown on their invoice or an instalment towards their total fees.
- If you are paying for Holiday Club you will be required to provide **consent**. Details of the consent are set out in the Contract and Registration form. If you have not already completed this form or would like to review the consents you have already provided, please ask at the school office.
- Click the **Add to Basket** button to send this item to the **My Basket** page and display this item on the **My Basket** tab.

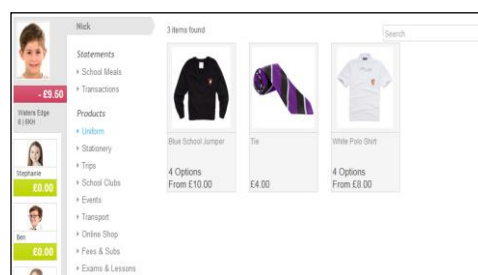
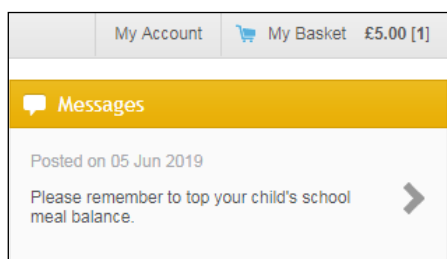
Paying for Trips

- Select **Trip** from the drop-down list, and choose the trip or activity you wish to pay for.
- Enter an **amount** that you wish to pay. Trips and activities will be limited to one purchase per child and usually you will be asked to pay in full. You will be notified if you are able to pay in instalments.
- You will be required to check a **consent** box when making your payment. Details of the consent will be set out in the accompanying letter about the trip or activity.
- Click the **Add to Basket** button to send this item to the **My Basket** page and display this item on the **My Basket** tab.

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Paying for Products

- Select **Online Shop** from the drop-down list, and choose the product you wish to purchase.
- Click an item to view more information.
- Enter a **Quantity** and click the **Add to Basket** button to send this item to the **My Basket** page and display this item on the **My Basket** tab.



- An item that costs £4.00 will show on the **My Basket** tab as **£4.00 (1)**. The **(1)** indicates the number of items in the basket.

My Basket

The **My Basket** page shows all the items that are pending payment. Items can still be added to and deleted from the basket at this stage.

1. Select the **My Basket** tab on the top right-hand side of the screen to display the **My Basket** page.

Items are listed by child and product.

2. To change the amount you want to pay (for variable priced items only, such as wrap around care), enter a different value in the **Price** field and click the **Update** button. It is not possible to change the amount payable for fixed price items.
- To cancel the purchase, click the **Remove from basket** link (this is located below the **Product** name).
- Additional items can be added to your basket. Select the **My Homepage** tab and navigate to the required product or service.
3. Click the **Next** button to proceed to the **Payment Method** page.

Product	Quantity	Price	Cost
School Jumper (Large) Remove from basket	1		£10.00
School Meals Remove from basket	1	10.00	£10.00
School Polo Shirt (Medium) Remove from basket	2	£5.50	£11.00

Product	Quantity	Price	Cost
School Meals Remove from basket	1	6.00	£6.00

Product	Quantity	Price	Cost
School Meals Remove from basket	1	9.00	£9.00

Total Cost for 6 items £46.00

[Next](#)

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The Payment Method

The **Payment Method** page enables you to select whether to pay for a purchase using a saved card or a new one and whether to save a new card for future use.

- To use a saved card, select that card on the **Choose a payment method** list.
- Where you have more than one card saved, cards can be identified by the last four digits of the card number.
- Click the **Checkout** button to display the **Secure Cashless Payments** page.

If you chose a **Saved Card**, you will be prompted to

1. Verify your card details on the 'Additional Information' screen
2. Provide your security code (3 digit number on the back of your bank card)

3. Click the **continue** button to display the **payment confirmation page**.
4. Click the **Make Payment** button to confirm the transaction and to display the **Confirmation** page.

- A summary of your payment is displayed on the **Confirmation** tab.
- You can view your payments under **My Payments** on the **My Account** tab.

Payment Confirmation Page

You are about to make a payment for the transaction shown below. Please check that these details are correct and then either click on the "Make Payment" button to continue with your payment or click on "Back" if any details need to be amended.

Once you click on "Make Payment" your transaction will be authorised on-line. This will typically take about six seconds but various factors can affect the actual time taken.

Please refrain from clicking on any other browser buttons or navigating to other sites while this process takes place. If the process stops responding for any reason then we recommend that you simply close your browser.

PURCHASE DETAILS

PLEASE CHECK THAT THE PURCHASE DETAILS BELOW ARE CORRECT

Any free products you've added to your basket will not appear on the below list

Product	Quantity	Total
School Meal	1	£5.00
TOTAL		£5.00

Card Details

Please check that your card details are correct

Card Number	*****0000
Cardholder	Mr Jonas Aaron
Expiry Date	01/25

[Back](#) [Make Payment](#)

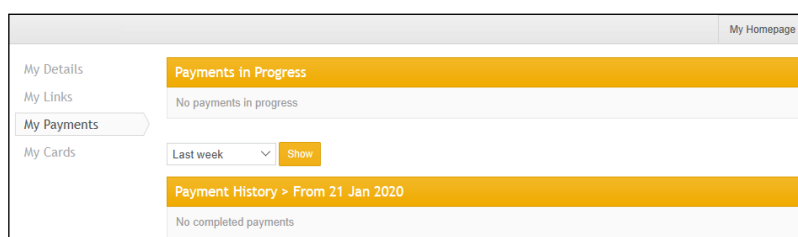
If you chose a **New Card** new card, you will be prompted to provide your card details. Please see the Handbook for full details.

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Viewing my Payments

Viewing payments from the **My Account** tab will show all payments made via your account. It will not show payments made by other account holders for a child(ren) linked to this account. To view all payments made by all account holders for a linked child(ren), see the Transaction Statements area of the home page.

1. From **My Homepage**, select **My Account** from the top right-hand side of the screen to display the **My Details** page.
2. Select **My Payments** from the menu on the left-hand side of the screen.



- **Payments in Progress** are shown at the top of the screen.
- **Payment History** is shown below for the period being displayed. The default period is **Last week**.
- To change the period displayed, select a different time period from the drop-down list (e.g. **Last week**, **Last 2 weeks**, etc.) and click the **Show** button.
- Each transaction within the selected time period is displayed.

Viewing Transaction Statements

Payments shown on this page are for all account holders. Payments made by the person signed in are displayed in the **Payer** column as **self** and payments made by anyone else are displayed in the **Payer** column as **other**.

1. From **My Homepage**, click a child's name or their picture (if there is one) on the left-hand side of the page to display the selected child at the top of the group.
2. Select **Transactions** from the **Statements** menu under the child's name.
3. The **Transactions** made during the period will be displayed. The default period is **Last week**. It is possible to change the period by selecting from the drop-down list and clicking the **Show** button.

Transaction Date	Transaction Number	Payment Type	Payer	Product Summary	Quantity	Amount
02 Nov 2018	64059	Manual Refund	N/A	good luck (red)	1	-£2.50
01 Nov 2018	64058	Credit/Debit Card	Self	good luck (red)	1	£2.50
23 Oct 2018	64046	Cash	Self	test trip (instalment)	N/A	£20.00
23 Oct 2018	64045	Credit/Debit Card	Self	test trip (instalment)	N/A	£133.00
23 Oct 2018	64044	Discretionary	Self	test trip (instalment)	N/A	£122.00
23 Oct 2018	64043	Cash	Self	test trip (deposit)	N/A	£85.00
06 Oct 2018	64035	Credit/Debit Card	Self	variable	1	£5.50
25 Sep 2018	64031	Barcode	Other	fixed product	1	£1.00
23 Sep 2018	64022	Manual Refund	N/A	trip (deposit)	N/A	-£58.53
22 Sep 2018	63997	Barcode	Other	trip (instalment)	N/A	£175.47