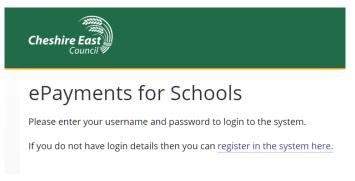


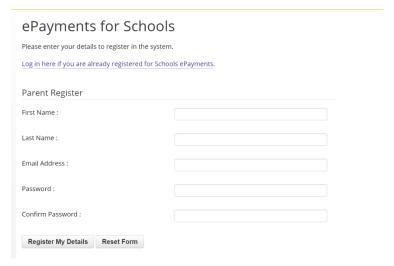
## ePayment User Guide

To set up your ePayment account, you can visit our website <a href="http://www.stmaryscrewe.co.uk/">http://www.stmaryscrewe.co.uk/</a> and click on PARENT/CARER and scroll down to 'ePayments to School'. This will direct you to a secure link on Cheshire East website. You then need to follow these steps

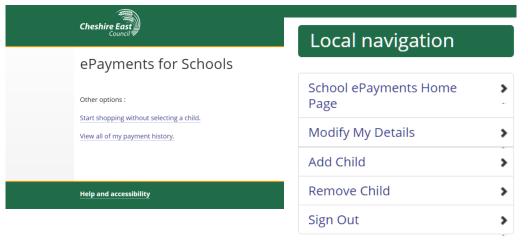
1. Click on "If you do not have login details then you can register in the system here"



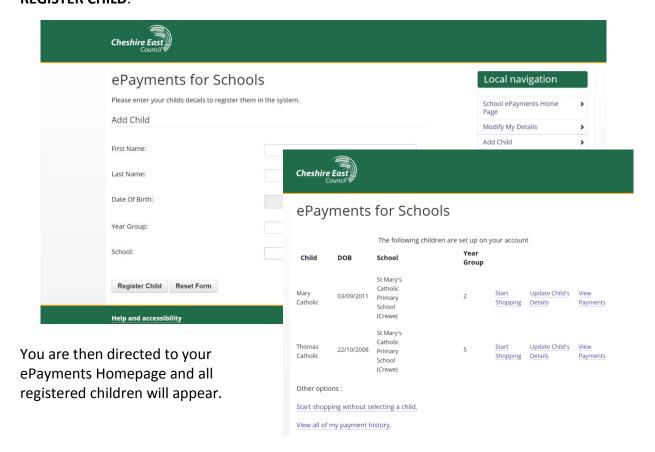
2. Then you need to complete all the details for you as the parent; name, email address with a password. Once entered all information, click on **REGISTER MY DETAILS**. You then receive an email confirming you have setup your account and it has been successful and can proceed to log in.



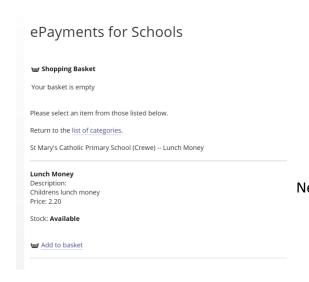
3. Returning back to the main Cheshire East ePayment web page, you can proceed to log in with your email address and password and once logged in you will see this page.

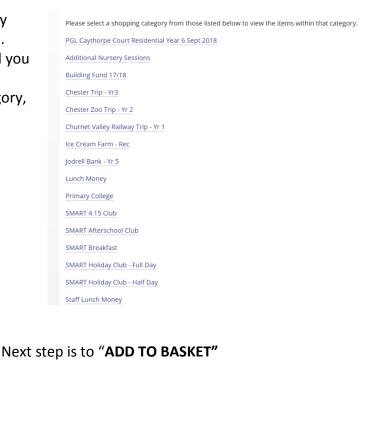


4. You can set up all children on your account by clicking **ADD CHILD** under the local navigation menu (right hand side). You then need to enter your child's details. The school is **St Mary's Catholic Primary School (Crewe)** Once you start typing it will appear! Then click **REGISTER CHILD**.



5. You can now start shopping for necessary payments for individual registered children. Click on **START SHOPPING** for the child and you are directed to a list of possible payment trip/activities and lunch. Click on the category, i.e LUNCH MONEY and you are shown the information relating to your category, i.e Children's lunch money. Price £2.20





6. With Lunch Money it will go in your basket as 1 item **which relates to 1 meal**. You now need to **VIEW YOUR BASKET** to have the facility to edit the number of meals.



**1** School week - **5** days = **£11.00** 

Once you have edited the quantity you must click "recalculate" for it to adjust your total.

It is important to remember that it is our policy for <u>ALL</u> meals to be paid in advance of being taken. Failure to do this may result in you being contacted to provide a packed lunch.

At this point you are able to click on **CONTINUE SHOPPING** and add a trip or another category for your basket. If however you have completed click on **PROCEED TO CHECKOUT**.

7. You are asked to review your basket and then click **PROCEED TO CARD PAYMENT PAGE**. You can now complete all your card details and complete your transaction. You will receive a receipt email confirming your transaction. An email of your transaction is sent to us and this is logged against your child's account.