



St Mary's  
Catholic Primary School and Nursery

# ePayment User Guide

To set up your ePayment account, you can visit our website <http://www.stmaryscrewe.co.uk/> 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.

ePayments for Schools

Please enter your details to register in the system.

[Log in here if you are already registered for Schools ePayments.](#)

Parent Register

First Name :

Last Name :

Email Address :

Password :

Confirm Password :

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.

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ePayments for Schools

Other options :

[Start shopping without selecting a child.](#)

[View all of my payment history.](#)

[Help and accessibility](#)

Local navigation

- School ePayments Home Page
- Modify My Details
- Add Child
- Remove Child
- Sign Out

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**.

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## ePayments for Schools

Please enter your child's details to register them in the system.

**Add Child**

First Name:

Last Name:

Date Of Birth:

Year Group:

School:

**Register Child** **Reset Form**

**Local navigation**

- School ePayments Home Page
- Modify My Details
- Add Child

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## ePayments for Schools

The following children are set up on your account

Child	DOB	School	Year Group			
Mary Catholic	03/09/2011	St Mary's Catholic Primary School (Crewe)	2	<a href="#">Start Shopping</a>	<a href="#">Update Child's Details</a>	<a href="#">View Payments</a>
Thomas Catholic	22/10/2008	St Mary's Catholic Primary School (Crewe)	5	<a href="#">Start Shopping</a>	<a href="#">Update Child's Details</a>	<a href="#">View Payments</a>

Other options :

- [Start shopping without selecting a child.](#)
- [View all of my payment history.](#)

**Help and accessibility**

You are then directed to your ePayments Homepage and all registered children will appear.

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

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## ePayments for Schools

**Shopping Basket**

Your basket is empty

Please select an item from those listed below.

[Return to the list of categories.](#)

St Mary's Catholic Primary School (Crewe) -- Lunch Money

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**Lunch Money**  
 Description: Childrens lunch money  
 Price: 2.20  
 Stock: **Available**

[Add to basket](#)

Please select a shopping category from those listed below to view the items within that category.

- [PGL Caythorpe Court Residential Year 6 Sept 2018](#)
- [Additional Nursery Sessions](#)
- [Building Fund 17/18](#)
- [Chester Trip - Yr3](#)
- [Chester Zoo Trip - Yr 2](#)
- [Churnet Valley Railway Trip - Yr 1](#)
- [Ice Cream Farm - Rec](#)
- [Jodrell Bank - Yr 5](#)
- [Lunch Money](#)
- [Primary College](#)
- [SMART 4.15 Club](#)
- [SMART Afterschool Club](#)
- [SMART Breakfast](#)
- [SMART Holiday Club - Full Day](#)
- [SMART Holiday Club - Half Day](#)
- [Staff Lunch Money](#)

Next step is to **"ADD TO BASKET"**

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.

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### Your Shopping Basket

To remove an item, select the box in the "Remove" column. To alter a quantity, enter the new quantity in the "Quantity" column then select "Recalculate".  
**Please note that the basket limit is 100**

[Continue shopping](#)

Remove	Item Cost	Quantity	Total Cost
<input type="checkbox"/>	Lunch Money - Mary Catholic	1	£2.20

[Recalculate](#) **Total: £2.20**

[Proceed to Checkout](#)

[Help and accessibility](#)

**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 ALL 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.