![St Mary's Catholic Primary School and Nursery]

EPAYMENT USER GUIDE

HOW TO SET UP AN ACCOUNT

To set up your ePayment account, you can visit our website http://www.stmaryscrewe.co.uk/ , click on '**VIRTUAL OFFICE**' 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
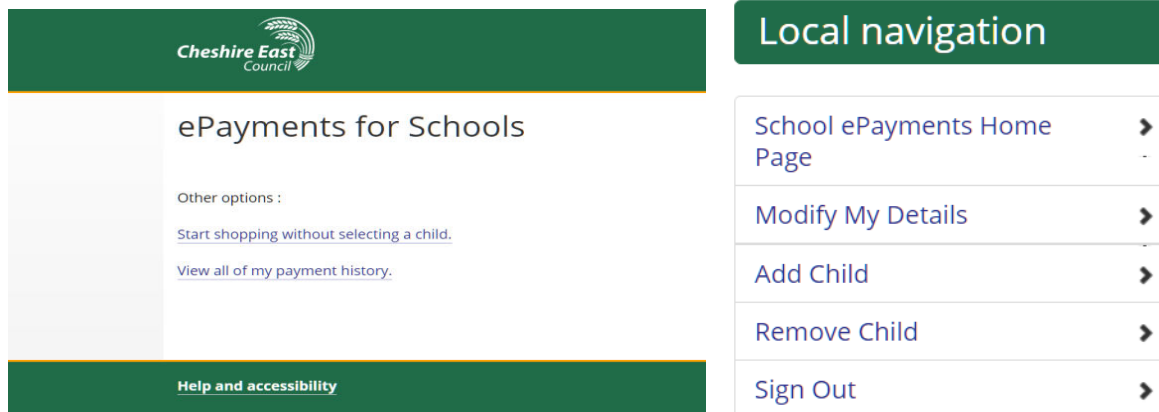
ePayments for Schools

Please enter your username and password to login to the system.

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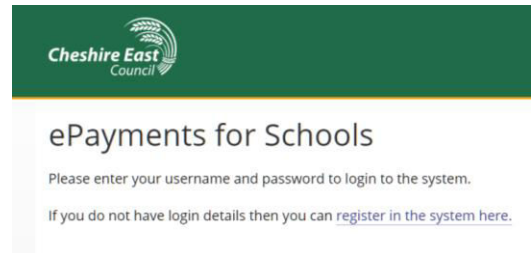
1. Click on **"If you do not have login details then you can register in the system here"**

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 :

Register My Details   Reset Form

3. Return 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.

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**.
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 you require:

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

LUNCH MONEY

Each lunch provided by the school is at a cost of £2.25 per meal. The unit cost is £2.25 and you will need to add 1 x £2.25 to your basket. Once it is in your basket, you can view your basket and edit the number of meals you wish to pay for.

ePayments for Schools

🛒 **Shopping Basket**

Your basket is empty

Please select an item from those listed below.

Return to the list of categories.

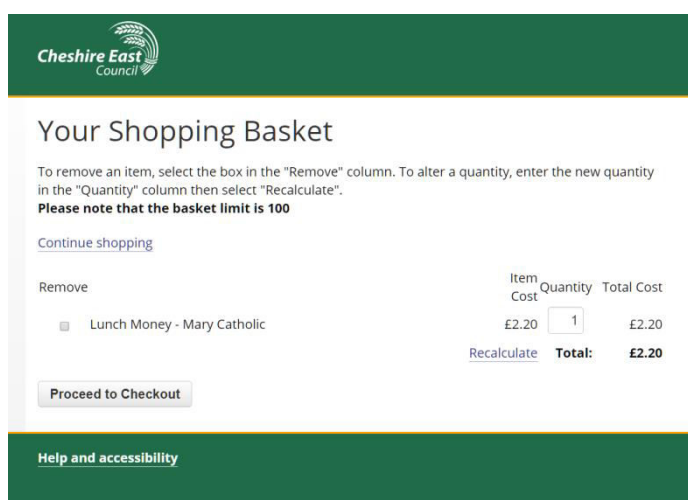St Mary's Catholic Primary School (Crewe) -- Lunch Money

Lunch Money
Description:
Childrens lunch money
Price: 2.20

Stock: **Available**

1 School week - 5 days = £11.25

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

Cheshire East Council

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
☐	Lunch Money - Mary Catholic	£2.20	1	£2.20
		Recalculate	**Total:**	**£2.20**

Proceed to Checkout

Help and accessibility

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**.

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 the school which is logged against your child's account.

UNIFORM (LIMITED STOCK)

If you have already requested stock information and been informed by the school office of stock availability and a price, you can use this category.

To pay for the uniform, you will need to add 1 x £5.50 to the basket. Once this is in the basket, you can go ahead and edit the price total to match the cost provided by the school office.

The school stock is limited therefore we recommend using My School Style for all your uniform needs. Delivery is very reliable and quick.

https://www.myschoolstyle.com/school/stmarys_crewe

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**.

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.

Purchased uniform will then be taken to the child's classroom and given to your child to use that day.