Schoolmoney
Payments Made Easy

Parent User Guide

Dear parents,

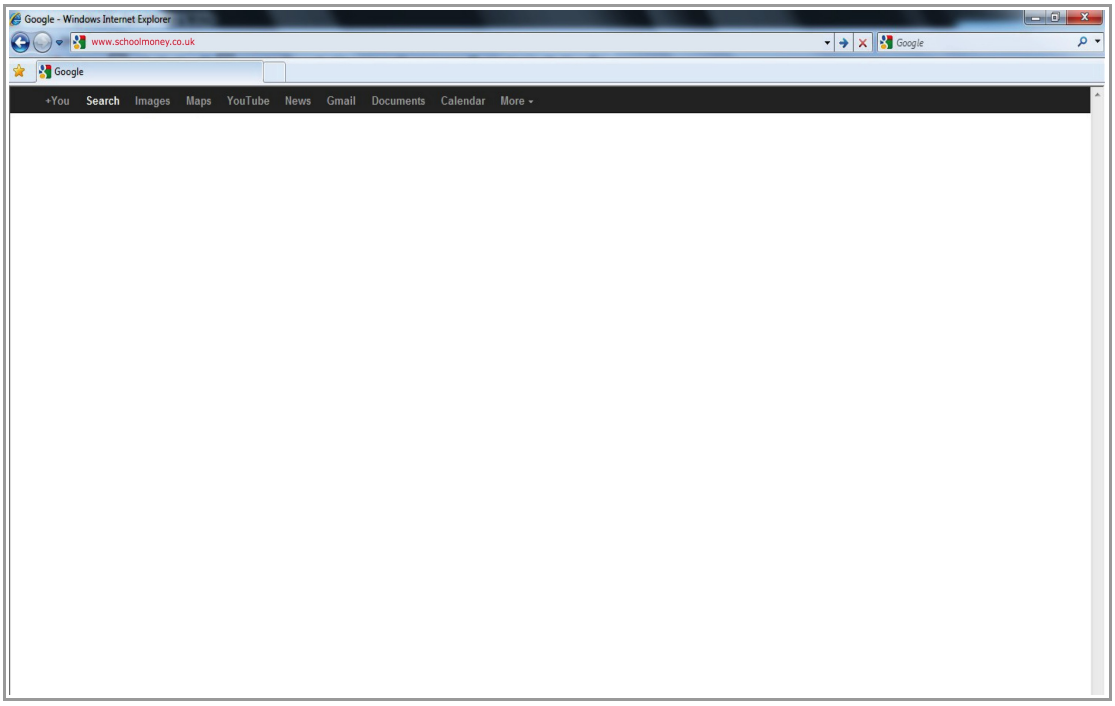
This is a step by step guide for making payments on SchoolMoney for school trips, dinner money and other expenses.

SchoolMoney is an easy, safe and secure way of paying for your child's school expenses online. You will receive payment notification messages through text messages and/or emails telling you that a new payment is due. The message will direct you to the payment website www.schoolmoney.co.uk where you can log in and make your payment. The school can set up instalments for each payment, so you can choose to pay for part of an expense or the whole amount!

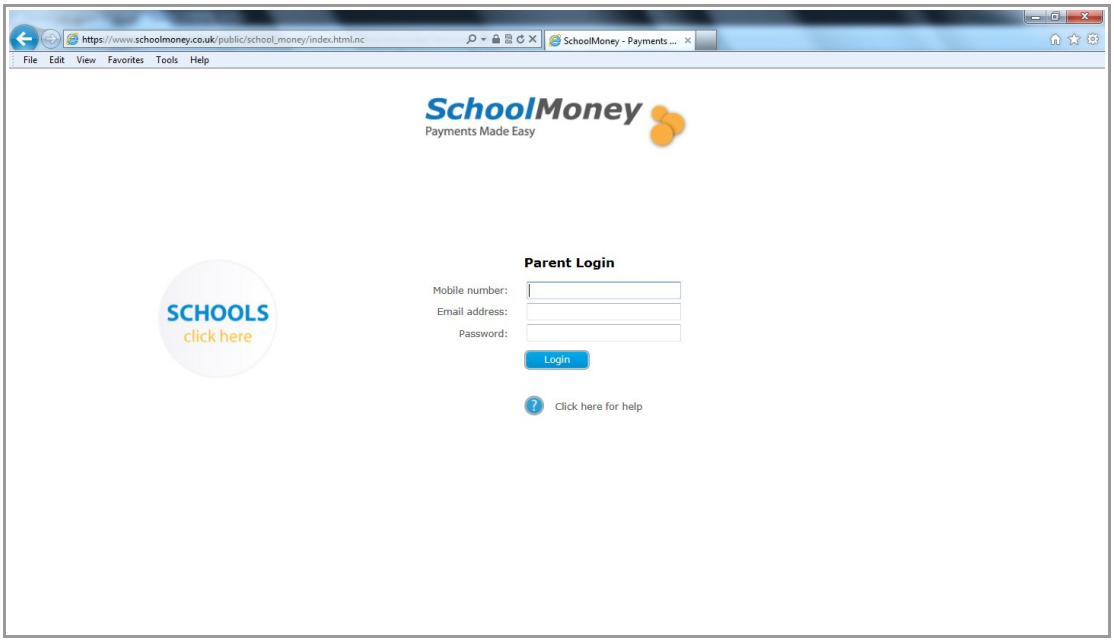
At the end of the guide is a FAQ section, but if you have any further questions please get in contact with the school office.

Getting Started

1. When the school sends you a new payment message, go to the website www.schoolmoney.co.uk to start the payment process.

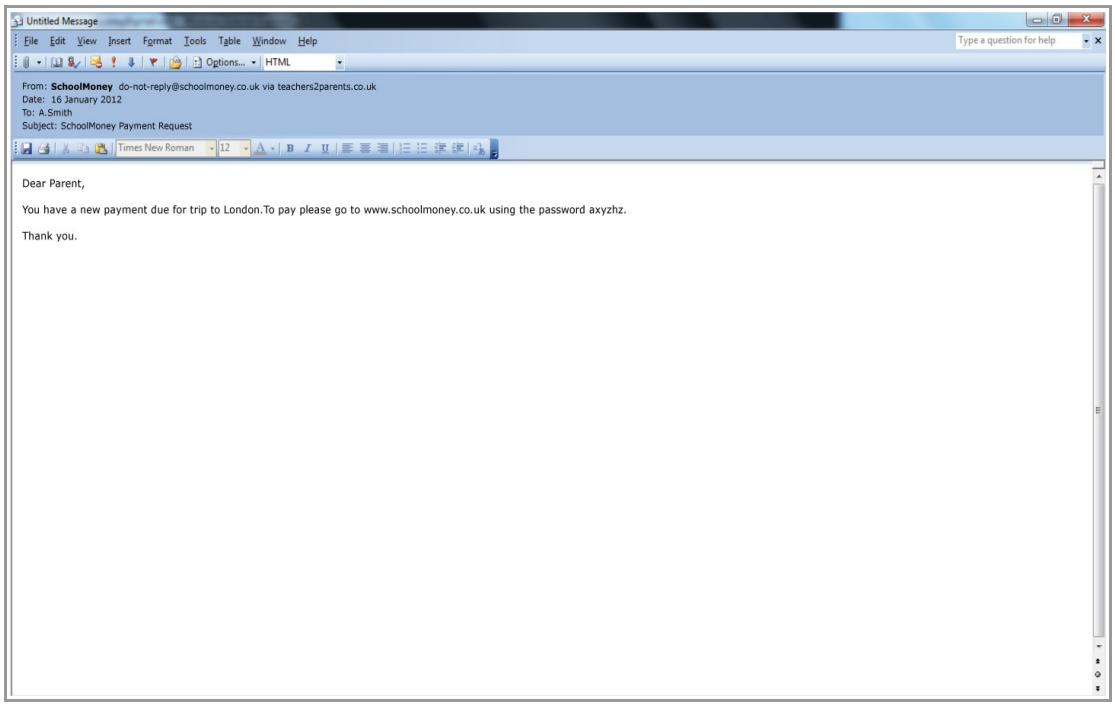


2. You will then see our SchoolMoney login page.



3. Enter in your mobile number, email address and the password which you can find in your text message/email from the school.

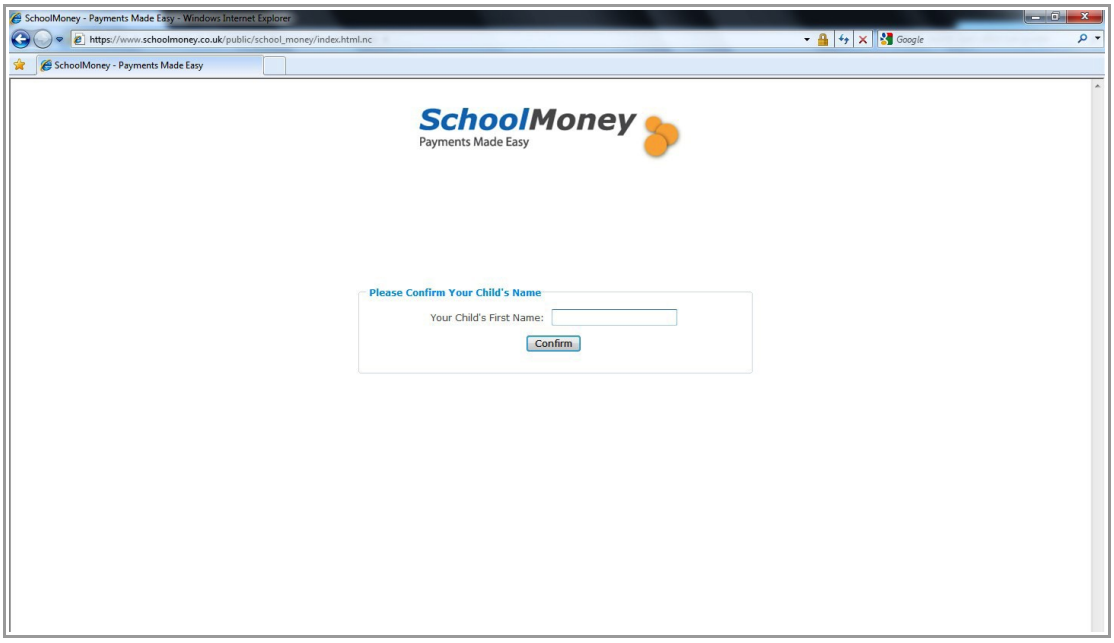
3.1 An example of the email you will receive from SchoolMoney. The message will contains details of your child's payment, the SchoolMoney web address and your password.



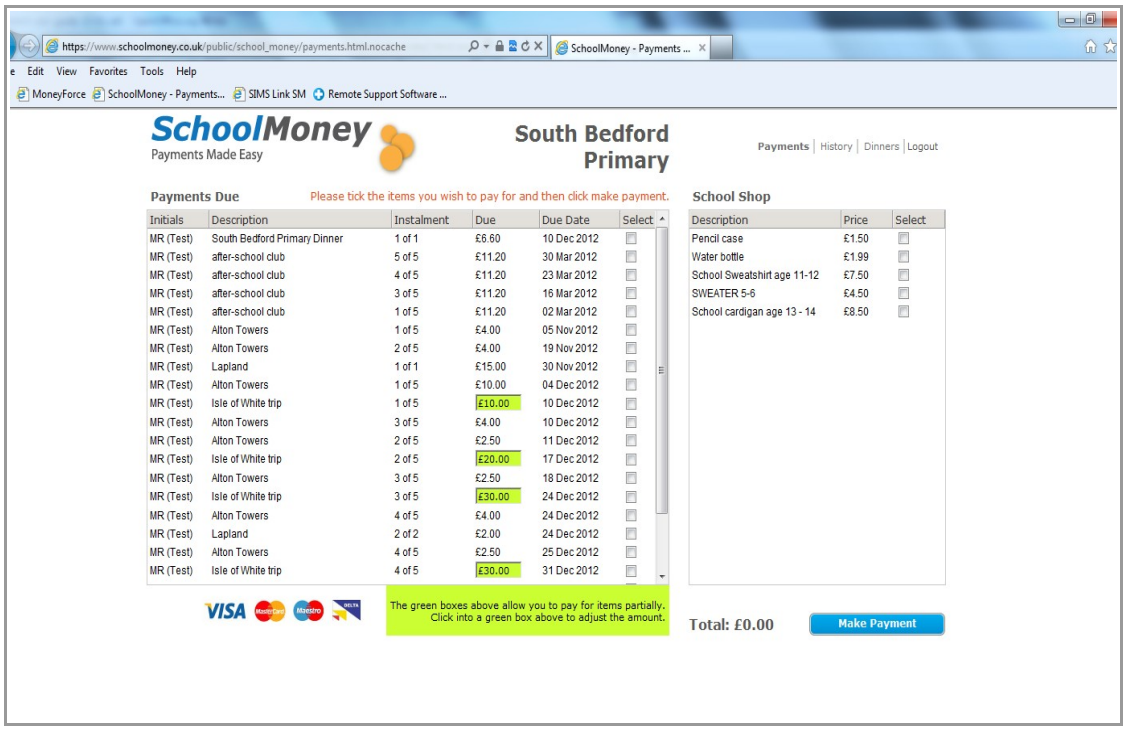
3.2 An example of the text message you will receive from SchoolMoney. The message will contains details of your child's payment, the SchoolMoney web address and your password.



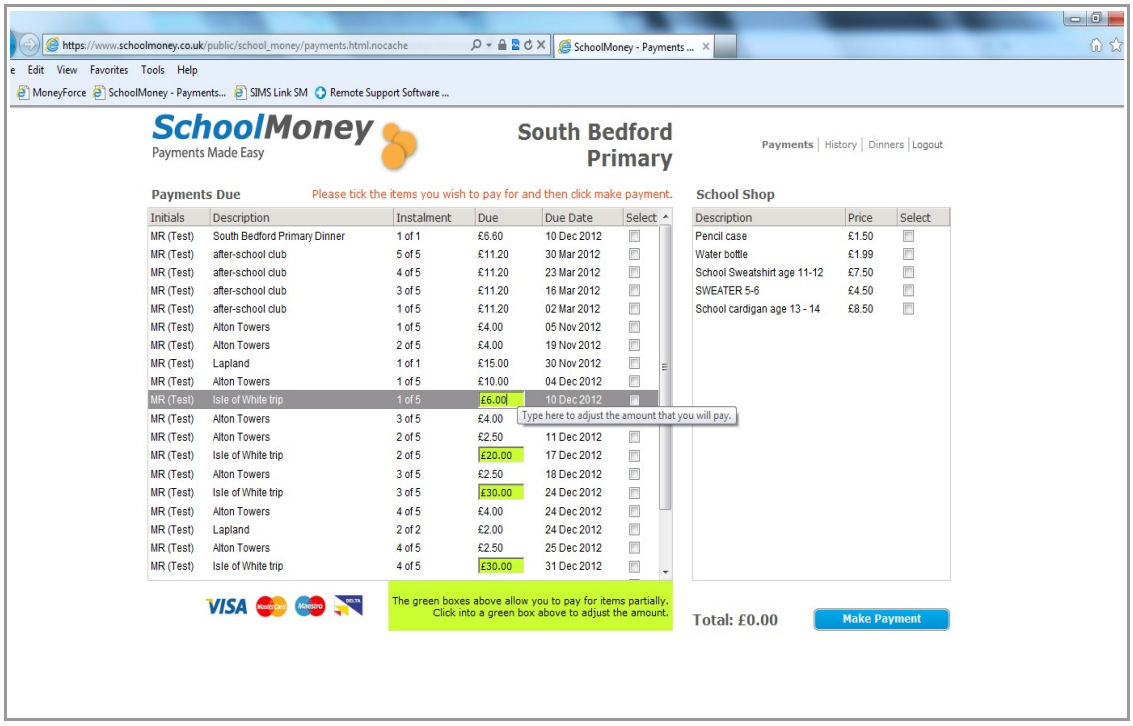
4. Once you have entered those details, click login then enter the first name of the child who you received the payment message for.



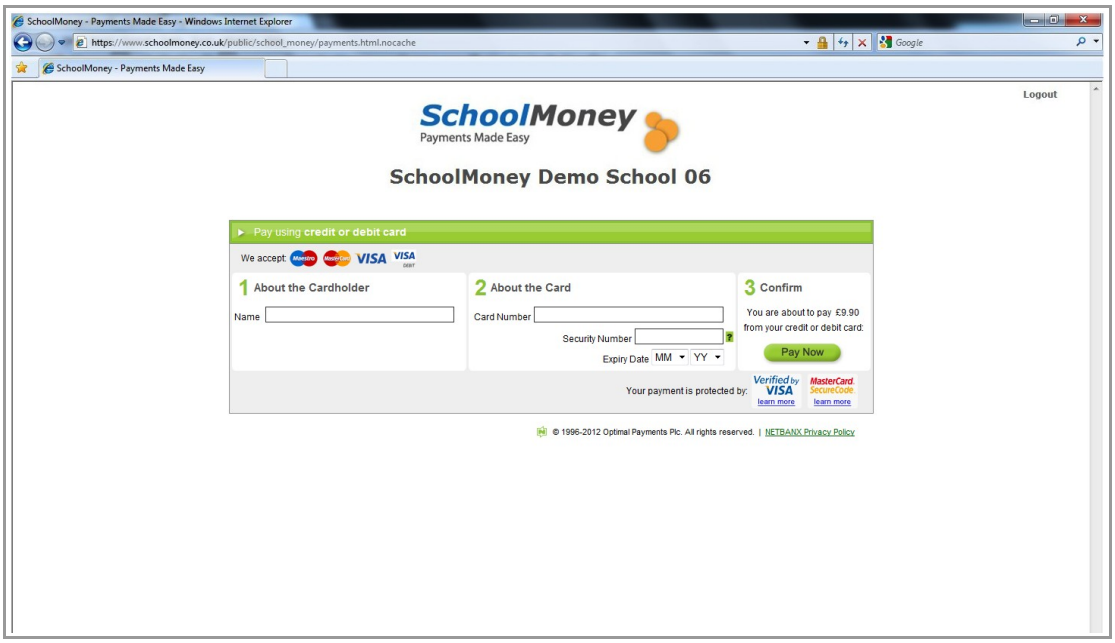
5. You will then see the payments page of SchoolMoney. You can pay by instalments or pay the whole cost in one go, so tick which payments you'd like to make then click the 'Make Payment' button.



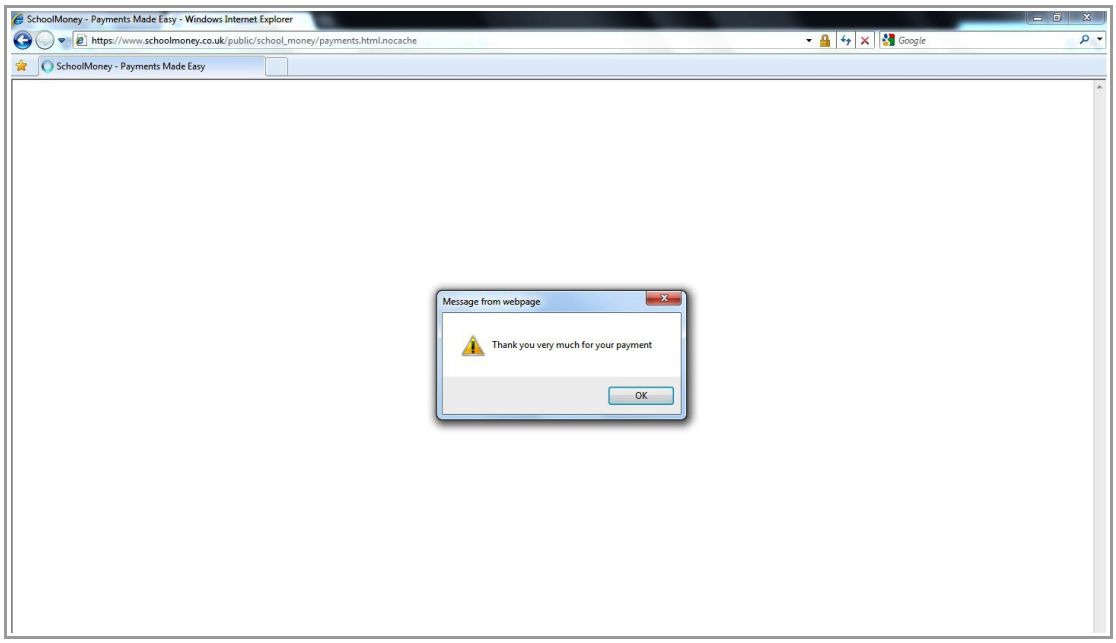
6. If the payment box is green you can type in how much of the specified amount you would like to pay at this time.



7. On the next page enter in your card details. Click the 'Pay now' button to complete your payment.



8. Congratulations, your payment has been processed!



9. Once you have the payment message above, click Ok and you will be directed back to the payment page of SchoolMoney. The instalments will now be updated and the payment process is complete. A receipt will be emailed to you immediately.

An example of the receipt you will receive for your payment from Schoolmoney.

SchoolMoney
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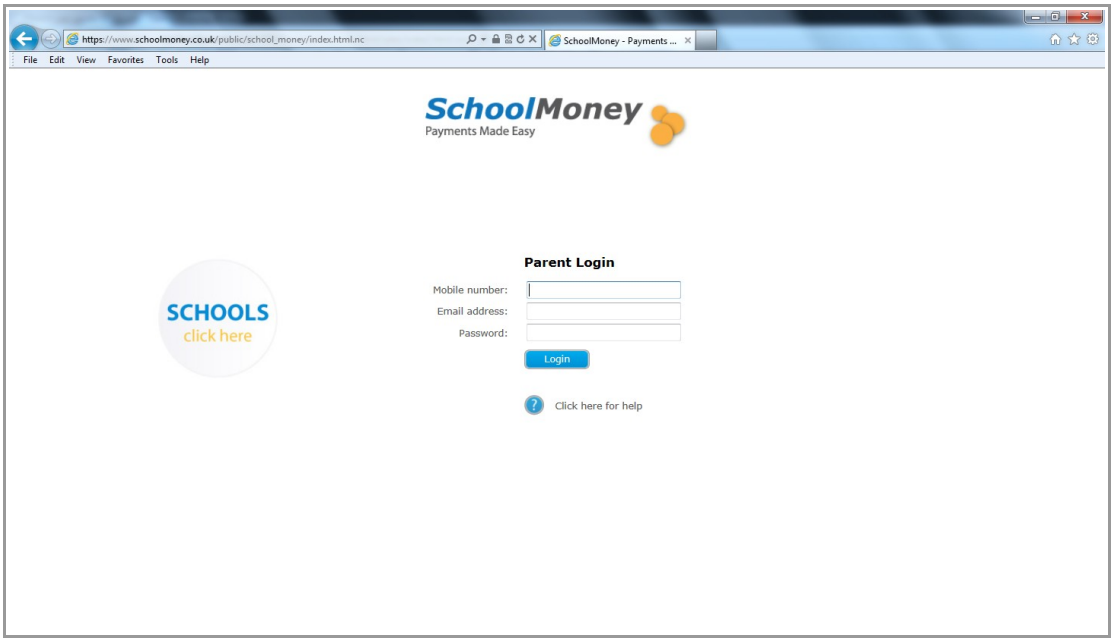
South Bedford Primary
01984123456
meg@teachers2parents.co.uk

Receipt Number: 166799-1 **Year 10,Arnold Lisa**

Payment Type	Description	Payment Method	Amount
School Trip	Alton Towers (1 of 3)	Cash	£5.00

10. Click 'logout' in the upper right hand corner to end the payment process. You will return to the SchoolMoney login page.



FAQ

Do I have to pay online?

Not at all, you can still make payments with cash, cheques and vouchers via the school office.

Do I have to pay for the whole expense in one go?

No, the school office will set up instalments for a payment, so it's completely up to you how much you'd like to pay at that time.

What happens if I change my mobile number or email address?

Make sure any changes to your contact details are passed onto the school as soon as possible. If there are any delays you may not receive new payment messages, and you could have problems logging in to SchoolMoney.

Does SchoolMoney store my card details when I make a payment?

No, each time you start the payment process you will need to enter your card details. No confidential information is stored, making the process highly secure.

What happens if I have more than one child at the school?

For each child you will receive a text message and/or email stating you have a new payment to make. However if you sign in for one child's account the rest of their siblings payments can be viewed and paid for, making it easy and straightforward to pay for your children's expenses.

What happens if I forget my password?

The password and payment details will be in each payment message that the school sends out, so don't worry if you forget the password or delete the message the school has sent you. The school can also re-send your password details, just speak to someone in the school office.