**REGISTER YOUR ACCOUNT**

To use the online payment service, you will need to register with **mygov.scot** for a **myaccount**.

1. Go to [www.fifedirect.org.uk/schoolpayments](http://www.fifedirect.org.uk/schoolpayments)

 

1. Click on **Make a Payment** which then takes you to the login screen.

 

1. Click on **Register with Mygovscot.**

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1. Click on **Register** to **create a new account**
2. Follow the instructions to register your account (please use **YOUR DETAILS** and not your childs).
3. Once registered, you will be sent two emails; one with your username and another with a one-time-use password.
4. To **ACTIVATE** your account you need to;
- click on the link provided in the email
- log in with your username and one-time-use password (you will be prompted to create a new password)
- enter your child’s unique account **Reference Number** (above).
5. If you have more than one child at the school, you can add them to your account (you will receive an individual email / letter for each child with their unique account **Reference number**)

More information about our online payment system including how to pre-order meals, can be found on our web page [www.fifedirect.org.uk/schoolpayments](http://www.fifedirect.org.uk/schoolpayments).