



CARDINAL NEWMAN HIGH SCHOOL

Making Online Payments for School Lunches, Activities &
Excursions- A Guide

1. Go to to www.northlanarkshire.gov.uk/schoolpayments

The screenshot shows the website header with the URL 'northlanarkshire.gov.uk' and a search bar. Below the header, there is a breadcrumb trail: 'You are here: Home: Schools and learning: School meals: School payments'. A yellow banner contains the text: 'Sign up to receive the **primary school menu** or **Secondary school menu** straight to your in box.' The main heading is 'School payments', followed by the sub-heading 'Exciting new ways to make school payments'. A red button labeled 'Make a payment online' is prominent. Below this, there is explanatory text: 'We have introduced additional methods of payment within schools to make life easier for parents/carers, reduce the need for pupils to carry cash and reduce the volumes of cash being handled in the school. You are able to pay securely online 24/7 using debit/credit card for all school meals and all other school expenses such as trip and uniform items. As part of this initiative, we have expanded the use of cashless catering systems to all schools.' On the right side, there are sections for 'Contact us' (Facility Support Services) and 'Downloads' (Online Payment leaflet [202kb]).

2. Clicking on the **Make a Payment Online** button will direct you to this page to either sign in or register a new account.

The screenshot shows the iPayimpact website interface. At the top, there is a blue header with the 'iPayimpact' logo and the North Lanarkshire Council logo. Below the header, there is a 'Cookies Policy' banner with an 'Accept' button. The main content area features a 'Login or Register' section with two buttons: 'Register with mygovscot' and 'Sign in with mygovscot'. To the left of this section is a promotional image of a woman and a child with the text 'iPayimpact - Secure online payments made simple'. Below the registration options, there is a paragraph of text explaining the benefits of the online payment system and a 'Secure Registration Process' link.

3. If registering a new account, you will be redirected to this page.

The screenshot shows the 'mygovscot myaccount' website interface. The main heading is 'Create your account', followed by the instruction 'Choose the registration method that best suits you.' There are three registration options presented in blue boxes: 'CREATE A NEW ACCOUNT' (with a 'Register' button), 'USE YOUR NEC NUMBER' (with a 'Register with your NEC' button), and 'ALREADY REGISTERED?' (with a 'Sign into myaccount' button). Each option includes a brief description of the registration process. A 'Feedback' button is visible in the bottom right corner.

4. Follow the few simple steps to create your account.

mygovscot
myaccount

Create your account

About you | Your address | Confirm your details | Additional information

Step 1 - About you

All of these fields are required

Title *
-- Select --

First Name *

Surname *

Gender *
-- Select --

Date of birth *
Day | Month | Year

Email Address *

Confirm Email Address *

Create your username *
Choose a unique username for your account. Make it something memorable, or simply use your small address.

What's this information for?
This information helps us verify your details and create an account that's unique to you.

Your address
Enter your postcode and search for your address. Try searching using just the postcode and leaving the "House number or name" box blank. If you cannot find it first time, if you're unable to find your address, you can enter it manually.

Confirm your details
Read through your account details and double-check that they are correct. Edit any mistakes before moving on to the final step.

Feedback

Once you've registered you'll be sent two emails; one with a username and another with a one-time use password.

To ACTIVATE your account you need to click on the link provided in this email.

You will then be able to Login using the user name and one time use password provided.

5. Once logged in, you will be asked to enter :
Child Account Ref - enter the reference provided by the school for your child.
Once you have added the first reference number, you can then **link accounts for your other children** if appropriate (see below).

iPayimpact
ONLINE PAYMENT SYSTEMS

Home | My Profile | Accounts | Notifications | Payment History | FAQs | Logout

Welcome Trish Moore

Accounts

Name	Type	Active	Establishment Name	Birth Date	Year	Class	
Feame Smith	School Payment	✓	Moore High School	08 October 2008	8	A	Select

Link a New Account

Accessibility | Cookies | Privacy Statement | Sitemap | Terms & Conditions

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VISA | Mastercard

Secured by iThenticate
click to verify | 2018-01-30

iPayimpact
ONLINE PAYMENT SYSTEMS

Home | My Profile | Accounts | Notifications | Payment History | FAQs | Logout

Welcome Trish Moore

Link Account

Please enter the account key of the account you wish to link. You should have received this from your establishment. Note: It is case-sensitive, so please enter it exactly as indicated on the correspondence.

Account Ref *

Establishment

Find Account and Establishment

Accessibility | Cookies | Privacy Statement | Sitemap | Terms & Conditions

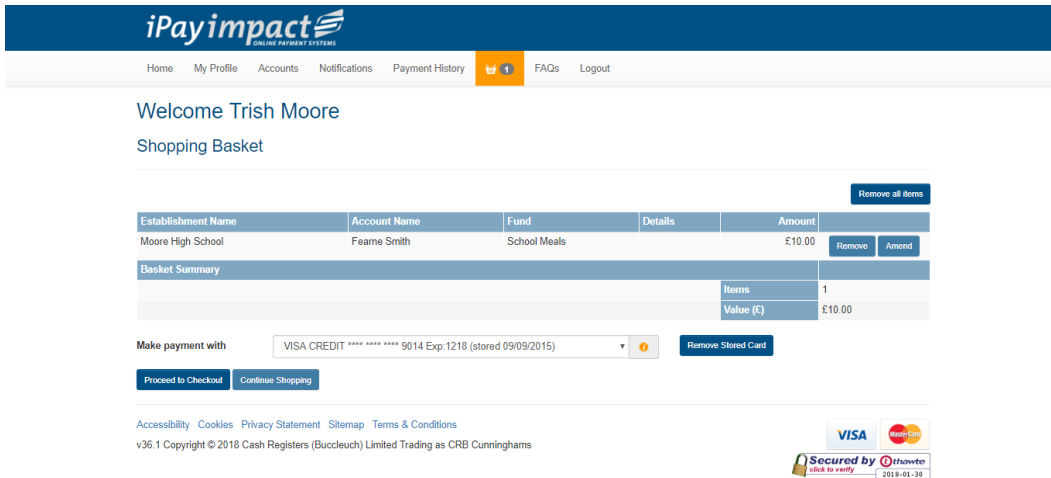
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VISA | Mastercard

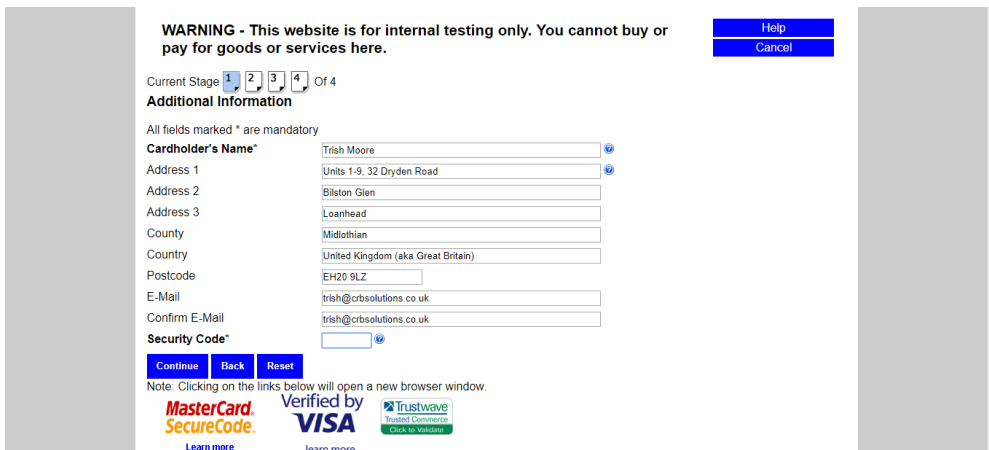
Secured by iThenticate
click to verify | 2018-01-30

6. To make a payment or purchase:

- Go to the home page- Upcoming trips for your child will appear here
- Add items you wish to pay for into the basket and proceed to Checkout



7. You will be directed to the Capita secure payment gateway where you can enter your debit or credit card details (these can also be stored). You will receive an email receipt of your payment once it has been authorised.



8. If you have any other questions there is a section of the website which addresses them. You can also contact the school if you have any problems.

Frequently Asked Questions - Parent Support

Click on any of the following options below to view the answer to the question.

How do I Register my Account?
How do I Activate my Account?
How do I Login to my Account?
How do I link more than one child to my Login?
How do I View my Child(ren)s balances, purchases?
How do I make a payment to my child(ren)s accounts?
How do I remove items from my Basket?
How do I check to see if a Payment has been processed?
I have forgotten my Password/How do I reset my Password?
Is the site secure?
How do I check or edit my Account details?
Who should I contact if I have a problem?