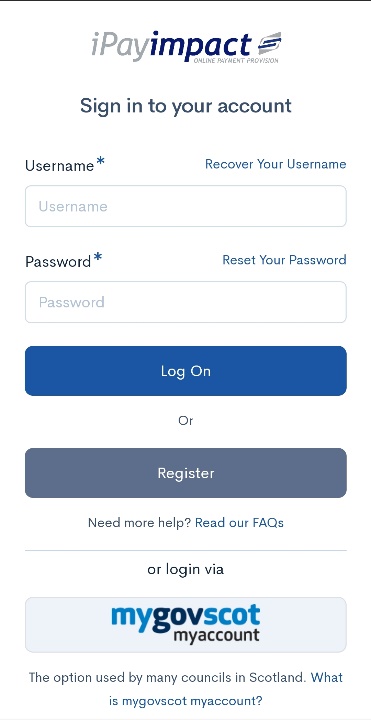
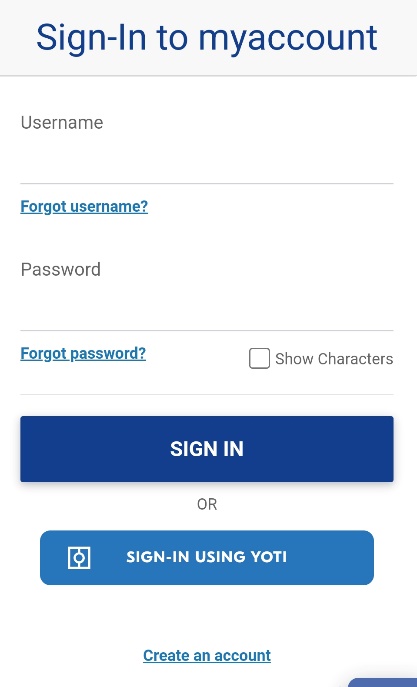
**Instructions for setting up Ipayimpact account**

**Enter the following address into your browser** [**www.ipayimpact.co.uk**](http://www.ipayimpact.co.uk) **This is the screen you should see. Next, you should click on the mygovscot tab at the bottom**

****

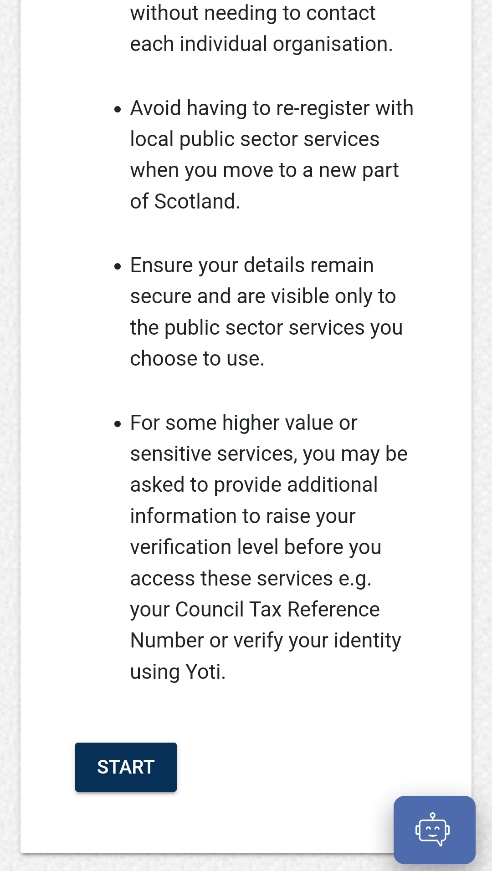
**Click create an account**

****

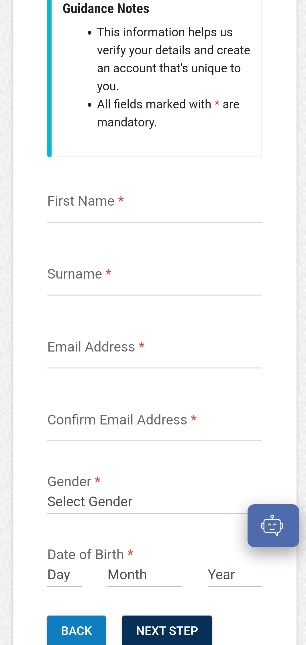
**Click register**

****

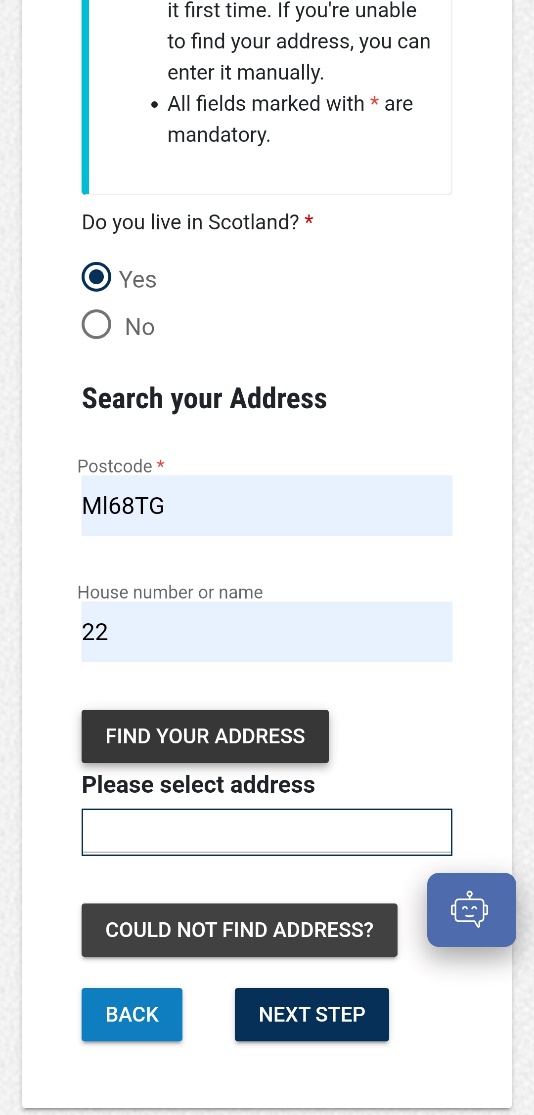
**Scroll down and click start button**

****

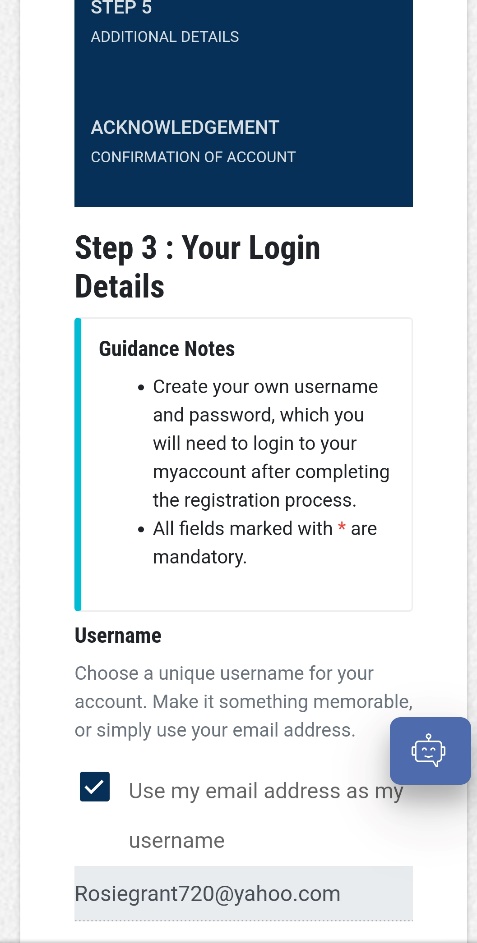
**Scroll down and fill in the details (this is your details and not your child’s) once filled in click next step**

****

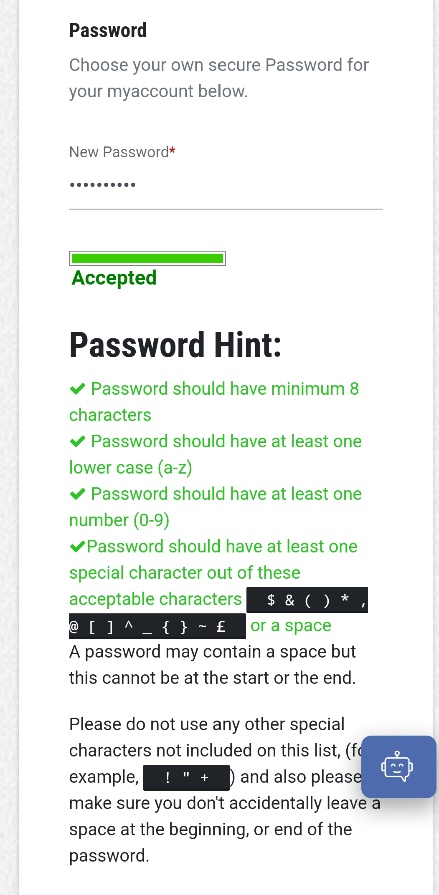
**Enter your home postcode and house number then click find address and select your address from the drop down. Once complete click next step**

****

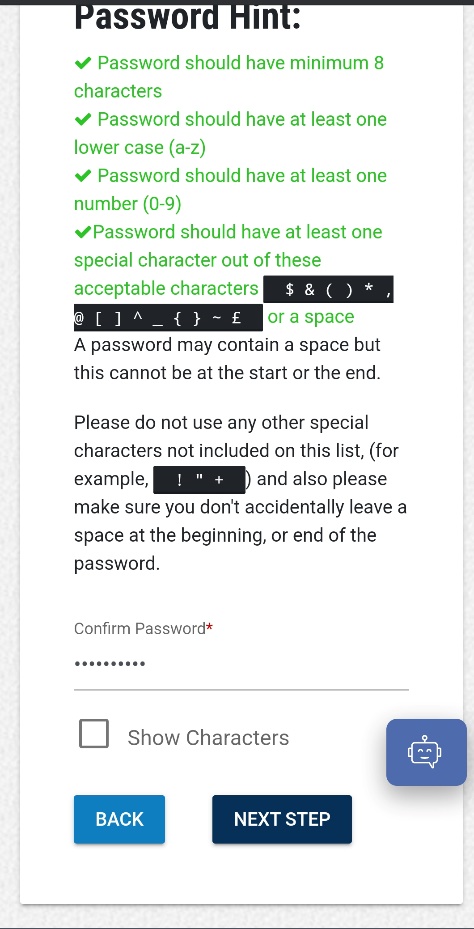
**Click use my email as my user name**

****

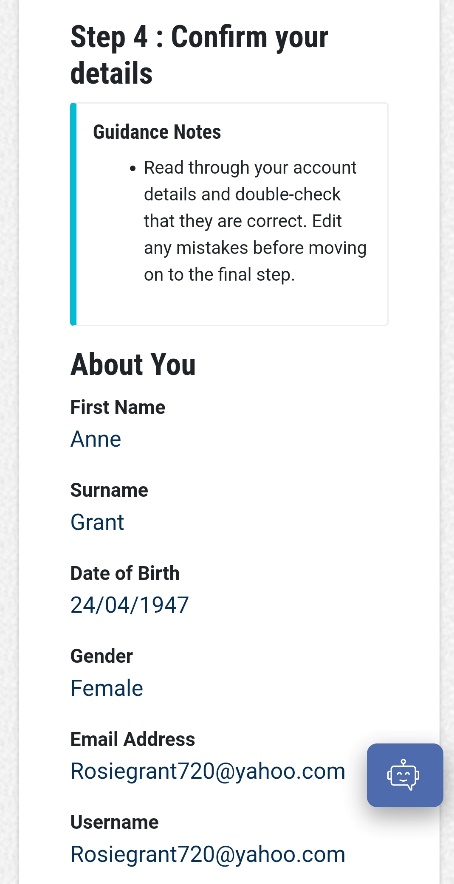
**You should create a password remembering to use the password hint below**

****

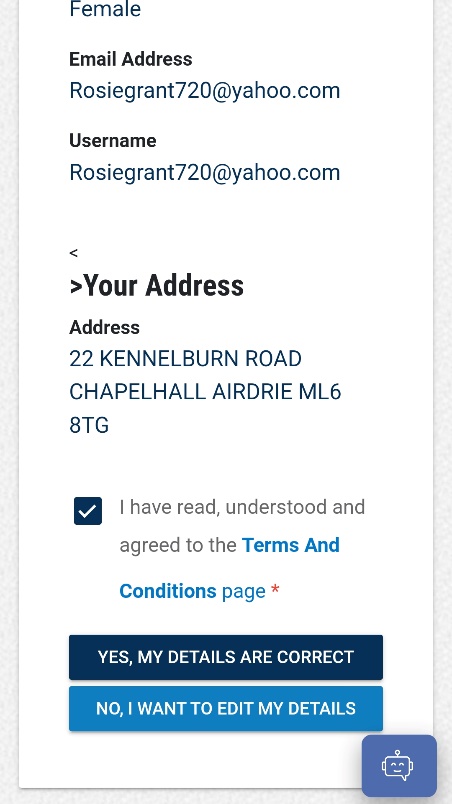
**You should now confirm your password then click next step**

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**Check all your details are correct**

****

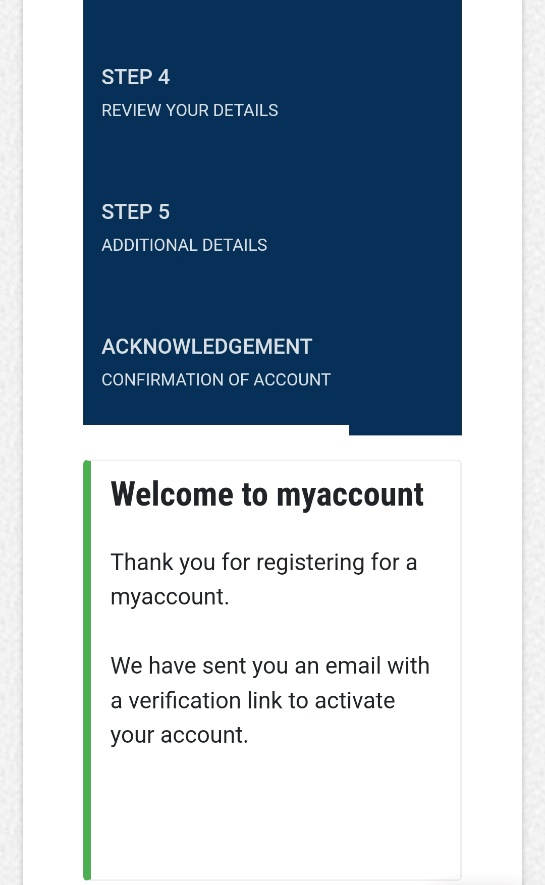
**You should then tick the terms and conditions then click yes my details are correct**

****

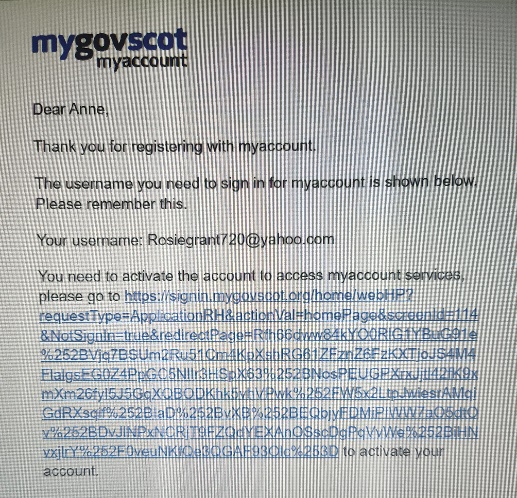
**Fill in additional details and click complete registration**

****

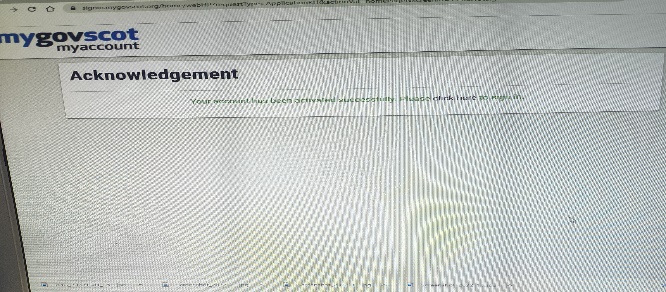
**You should then see this welcome message; you should now go to your email for the verification link**

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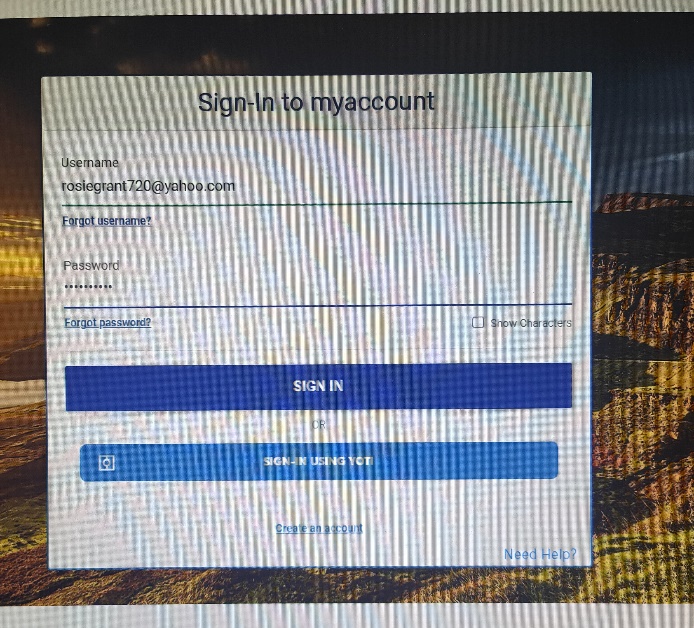
**Open the email and click the link below to activate your account**

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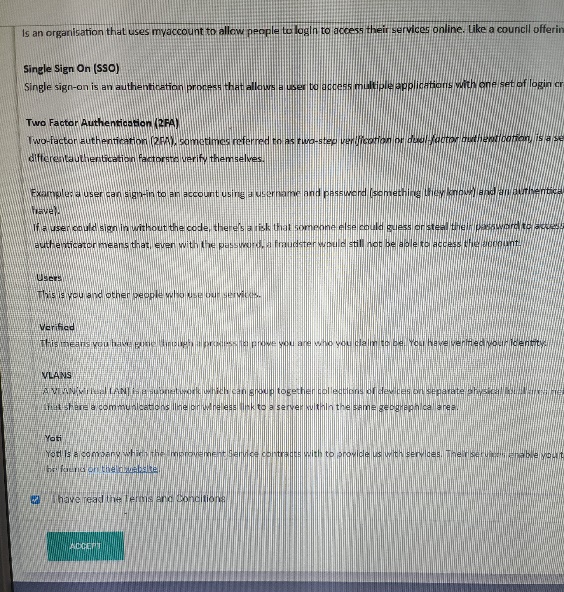
**You should now click here**

****

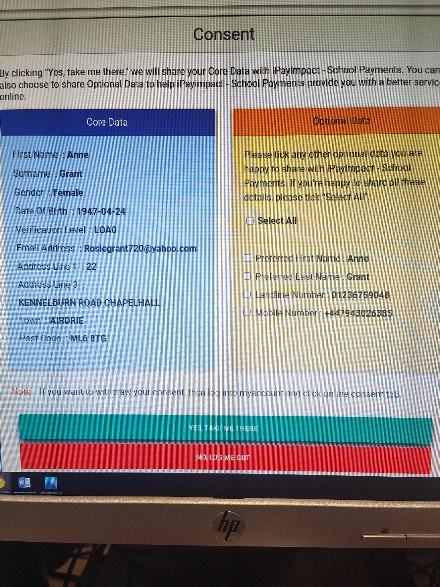
**Now use your email address and password to sign in**

****

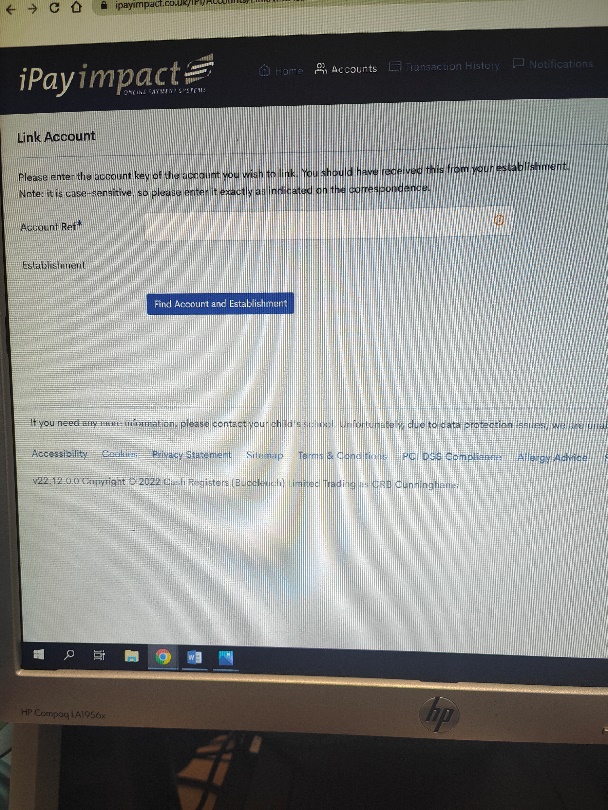
**Please accept the terms and conditions**

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**Click yes take me there**

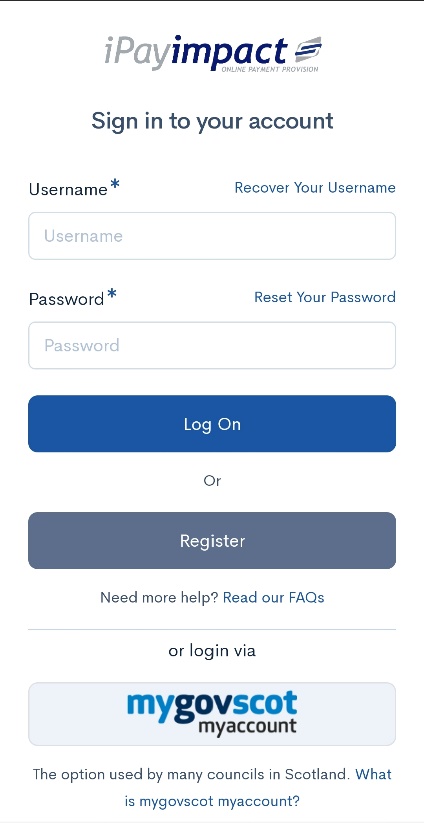
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**Here is where you should enter the reference number provided by the school (this reference can be found on the ipay slip issued to parents)**

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**You will now see you child’s name and school, please select the correct one.**

**Please remember when signing into your ipay account you must always go in through the mygov.scot tab**

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