



## Contact (Parent): ePay User Guide (2017)

*Last modified: July 2017*

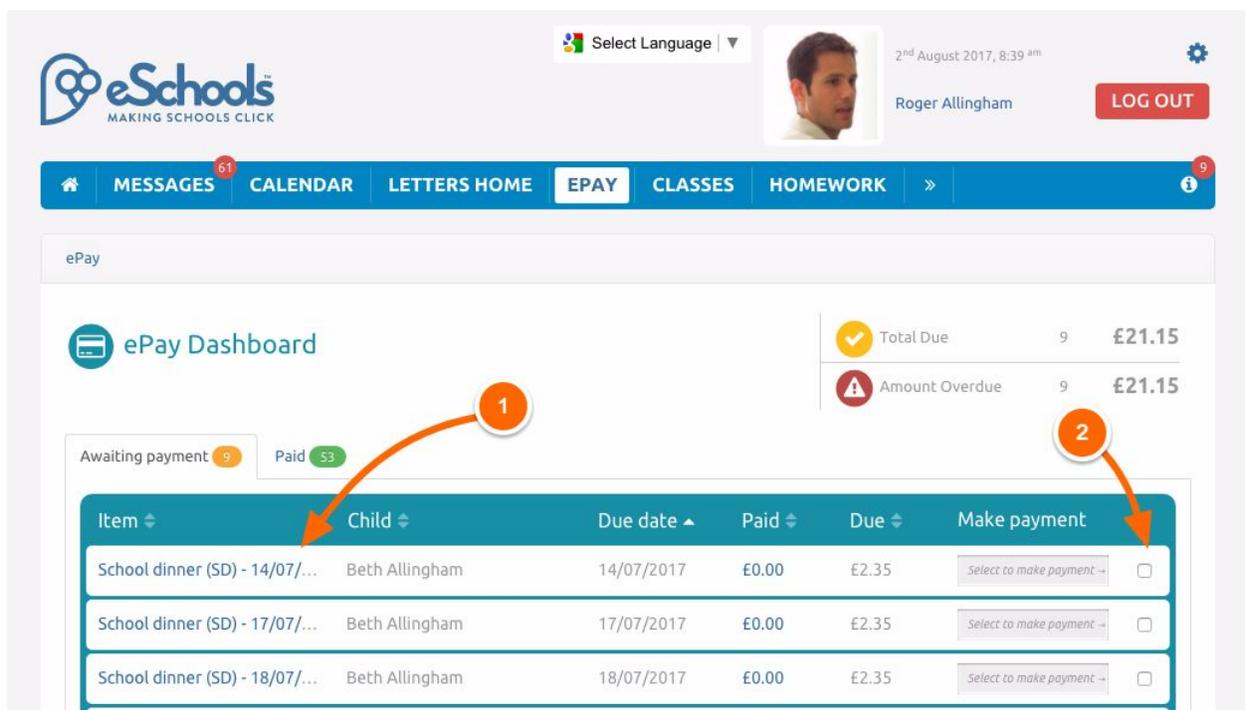
## ePay

The ePay function allows you to make direct payments to the school. This online payment facility makes the receiving of monies easier and secure and parents can pay direct to the school, eliminating the need to send children into school with cash. Parents will need to have a PayPal account, and this can be obtained via the ePay tool.

Pages and their definition:

- View Active Items – See the items that you need to pay for
- Make a Payment - make a transaction via your PayPal account

Features:



The screenshot shows the eSchools ePay Dashboard. At the top, there is a navigation bar with options: MESSAGES (61), CALENDAR, LETTERS HOME, EPAY (selected), CLASSES, and HOMEWORK (9). The user is identified as Roger Allingham, logged in on 2<sup>nd</sup> August 2017, 8:39 am. A 'LOG OUT' button is visible.

The main content area is titled 'ePay Dashboard'. It shows a summary of payments: 'Total Due' 9 items for £21.15 and 'Amount Overdue' 9 items for £21.15. Below this, there are two status indicators: 'Awaiting payment' (9) and 'Paid' (53).

The main feature is a table of items to be paid for. An orange arrow labeled '1' points to the 'Item' column header, and another orange arrow labeled '2' points to the 'Make payment' column header. The table contains three rows of school dinner items for Beth Allingham.

Item	Child	Due date	Paid	Due	Make payment
School dinner (SD) - 14/07/...	Beth Allingham	14/07/2017	£0.00	£2.35	Select to make payment → <input type="checkbox"/>
School dinner (SD) - 17/07/...	Beth Allingham	17/07/2017	£0.00	£2.35	Select to make payment → <input type="checkbox"/>
School dinner (SD) - 18/07/...	Beth Allingham	18/07/2017	£0.00	£2.35	Select to make payment → <input type="checkbox"/>

View Active Items **(1)** – See all of the items that you need to pay for here. This will include items for multiple children if you have more than one at the school. Click on the title of the item to see more information and possible downloadable documents connected to it.

Make Payment **(2)** - tick the box to action a payment. Tick as many as necessary to include the items within one transaction. Scroll to the bottom of your item list to see a 'Make Payment'. Click this to proceed to the next screen.

The screenshot shows the eSchools ePay interface. At the top, there is a user profile for Roger Allingham, logged in on 2nd August 2017 at 8:39 am. The navigation bar includes 'MESSAGES', 'CALENDAR', 'LETTERS HOME', 'EPAY', 'CLASSES', and 'HOMEWORK'. The main content area is titled 'Payment review' and shows a table of items with columns for Name, Item, Date, Amount, and Notes. Below the table, there is a 'Payment method' section with radio buttons for PayPal, VISA, MasterCard, Maestro, and AMERICAN EXPRESS. A 'COMPLETE PAYMENT' button is visible at the bottom right. Orange callout boxes with numbers 3, 4, and 5 point to the 'ADD NOTE...' button, the PayPal radio button, and the 'COMPLETE PAYMENT' button respectively.

Name	Item	Date	Amount	Notes
Beth Allingham	School dinner (SD) - 14/07/2017	02/08/2017	£2.35	ADD NOTE...

Add Note (3) - Click here to add some notes to the transaction you are making.

Select Payment Method (4) – Check the box next to the PayPal logo or as a guest with the options on the right. Complete Payment by clicking the button on the right (5). **Please note that you can only pay as a guest for the first few transactions - after this you are required to procure a PayPal account.**

Once the payment is complete, you will receive an email from PayPal and eSchools to confirm this.