



Make Payments Using the My Ed App

My Ed is a free parent App that gives you a multitude of communication and information features to stay in touch with what is going on at your child's school. This includes access to attendance records, absence records, and much more. Using this app, it is now possible to make payments for items such as uniform, school dinners, trips, etc.

In order to use this facility, you need to do <u>both</u> of the following:

- Download the My Ed app (if you don't already have it)
- Register with +Pay

Once you have completed these steps, you will then be able to top up your child's dinner balance and/or make payments.

Step 1: Download and Setup the My Ed App

If you already have the My Ed app installed, please go to Step 2.



Go to your app store on an iPhone (or Google **Play Store** on your Android device).



Search for My Ed.



Download the app.



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HOW TO



Your children are listed. If they are not displayed, this may mean that either your details are not correct, you are not a Priority 1 contact, or you don't have parental responsibility. If this occurs, please contact your school.

Once you have successfully installed the My Ed app, you next need to register with +Pay as described in Step 2 on the next page.



HOW TO

Step 2: Register with +Pay

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SCHOOL INFO	CALENDAR	HOME	THIS WEEK
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NEWSLETTERS	YOUTUBE	TWITTER NCA	MATHS PACK
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From the My Ed home screen, tap **My Students**.

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Add Megan Buntin	g to a new account.	
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Tap I don't have an account. If you are already registered with ParentMail, tap I already have an account and follow the onscreen instructions.



Select the first child in the list.



Enter the date of birth for the child you selected then tap **Verify Now**.



Tap Payments.

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	ate of birth matched our records.
Finally we just	want to check we have the correct detail e take a look over these and change
Please verify	your details below:
Email Address	
adam.bunting	@psfinancials.com
Confirm Email	
adam.bunting	@psfinancials.com
Mobile Numbe	er
+4477913964	422
Title	Mr
First Name	
Adam	
Last Name	
Bunting	

Double check your contact information, then scroll to the bottom of the screen.





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Enter a **New Password**, then **Confirm Password**. Select the tick box to confirm you have accepted the terms and conditions.

The registration process is complete. Tap Let's Go.

Top up Your Child's Dinner Money Balance



Γap the child whose balance you want to top up.

~ 44 44 K Back Accounts Accounts Top Up \equiv Balance: £0.00 Balance: £0.00 Fin Cropper-Williams Dinners Dinners £0.00 The current account balance for Fin Cropper-Williams is shown above. Please use the Top Up button below to top up the account: (DEMO) Results Squared Use this product to top up the account for Chris Aaron Purchase Details Joe Cropper-Williams Dinners £0.00 Top Up Amount: e.g. 20.00 盦 畲 F. 77 盦 **1**2 17 Tap the required child to Enter the Top Up Amount. Tap Top Up. select them. Tap the Menu icon then select Accounts. ≈ = -44 🕻 ВАСК Balance: £0.00 Basket Summary Checkout Close Close Dinners Items in Basket Payment Methods (DEMO) Results Squared Use this product to top up the account for Chris Aaron Dinners Balance: £0.00 Top up: £20.00 PayPal Purchase Details L Fin Cropper-Williams VISA Meser × Remove Total: £20.00 PayCash Top Up Amount: 20 Your Items 1 x Dinners 🖶 Add To Basket Top up: £20.00 Total: £20.00 Done 4 5 6 9 0 1 2 3 7 8 () <u>£</u> & @ " - / ; #+= ? $\langle \times \rangle$ 1 , return ABC space **p**² **2** 龠 衦 ... 龠 ** Ŷ Tap your preferred method Tap Add to Basket. Your basket summary is displayed. Tap Back if you of payment. want to top up another child. Tap Checkout to proceed to payment.









Please note, your bank statement will display either the school name or ParentMail, dependent on your payment method.