

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.

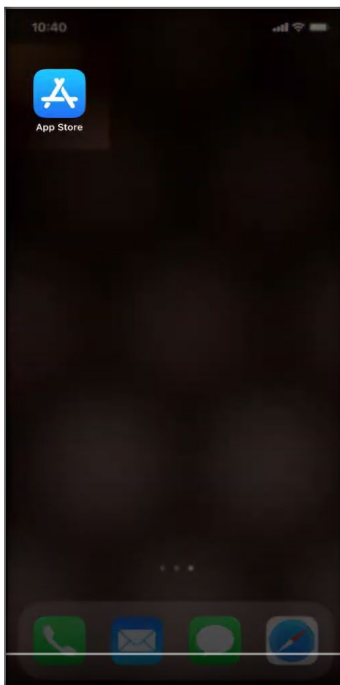
In order to use this facility, you need to do both of the following:

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

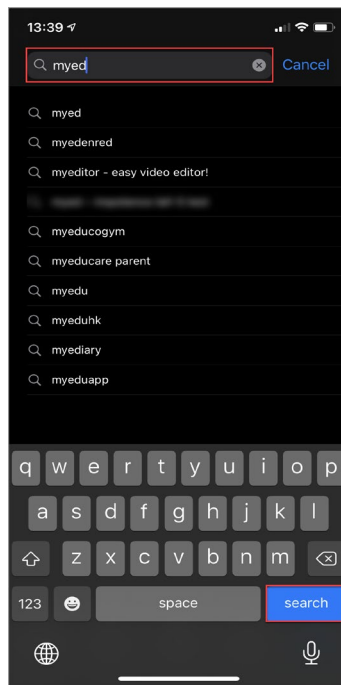
Once you have completed these steps, you will then be able to top up your child's dinner balance and/or make payments.

Step 1: Download and Setup the My Ed App

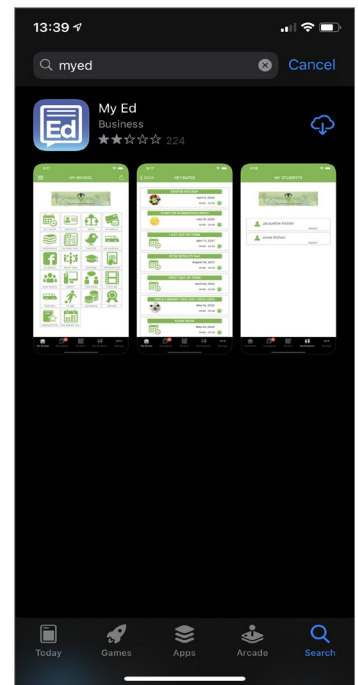
If you already have the My Ed app installed, please go to Step 2.



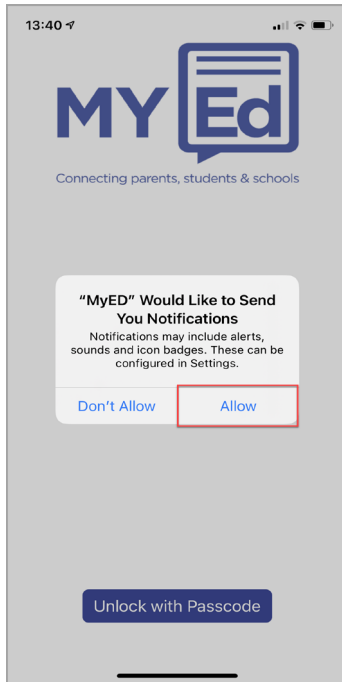
Go to your app store on an iPhone (or Google **Play Store** on your Android device).



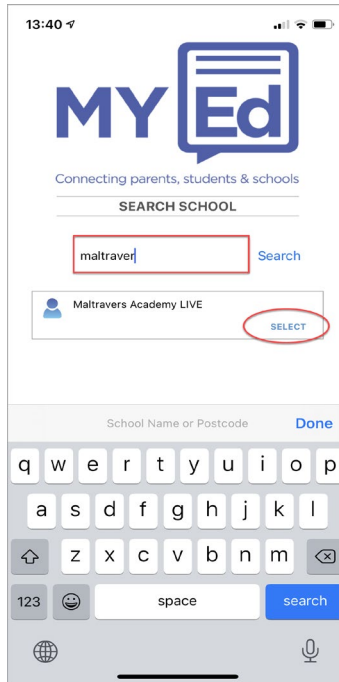
Search for **My Ed**.



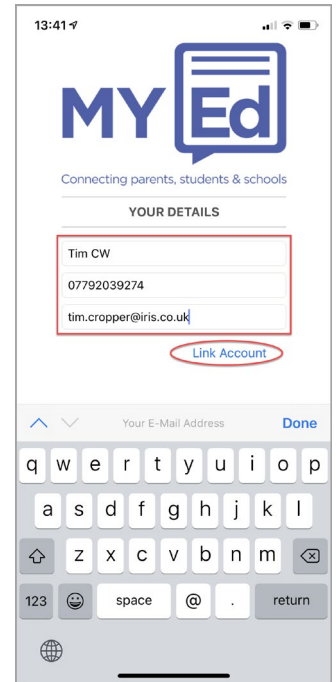
Download the app.



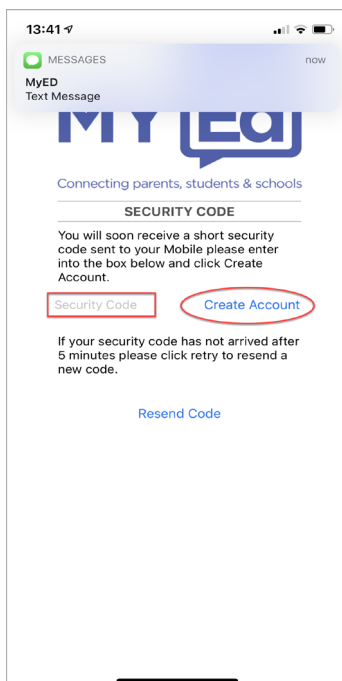
Tap **Allow** to allow receive notifications from the application. Notifications will then be received when a message is sent from your child's school.



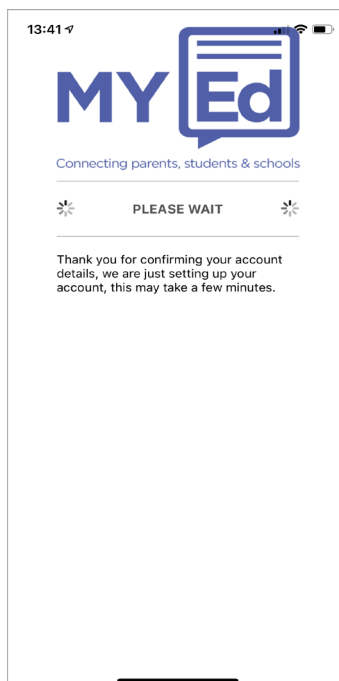
Search for, then select your school.



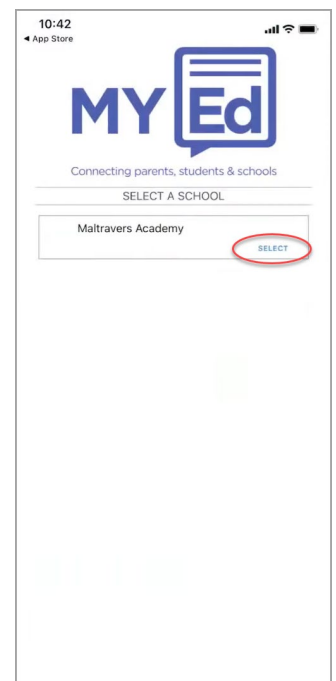
Enter your full name, mobile number and email address, then tap **Link Account**.



You will receive a text message with a security code. Enter the code on the app here, then tap **Create Account**.



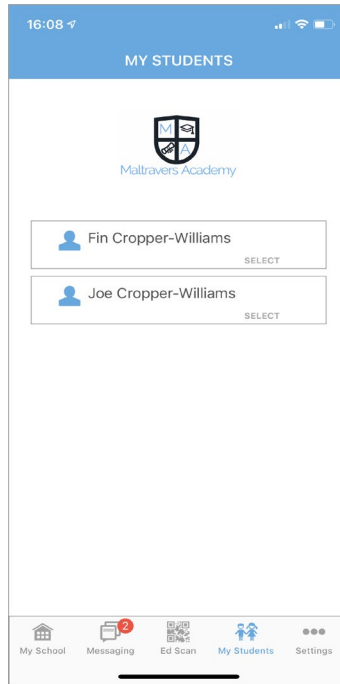
My Ed will link you with your child(ren). If your details match those held by the school, you will be automatically connected.



Tap to select the school.



View your children by tapping the **My Students** icon.



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.

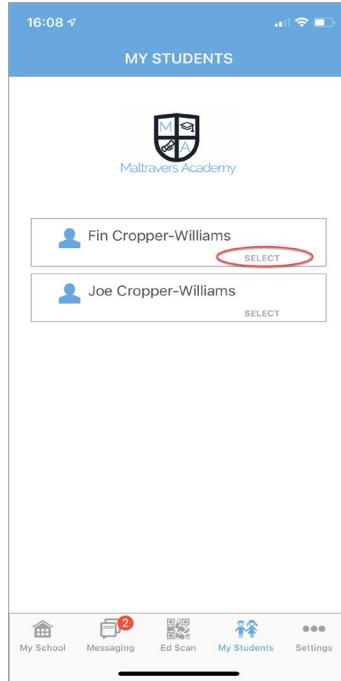
Once you have successfully installed the My Ed app, you next need to register with +Pay as described in Step 2 on the next page.



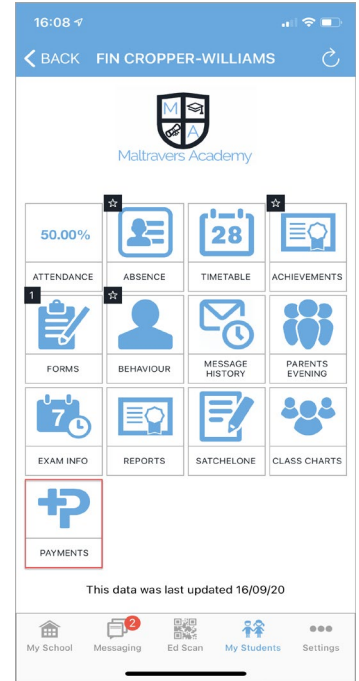
Step 2: Register with +Pay



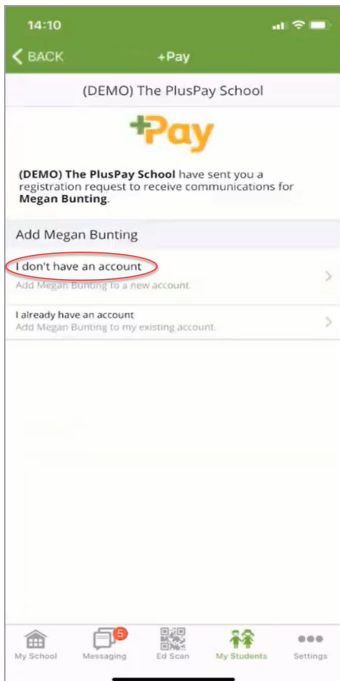
From the My Ed home screen, tap **My Students**.



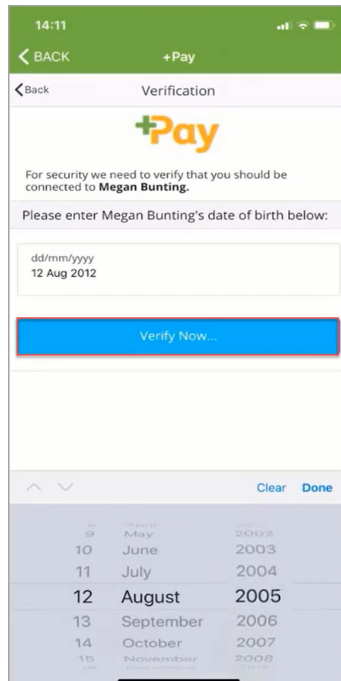
Select the first child in the list.



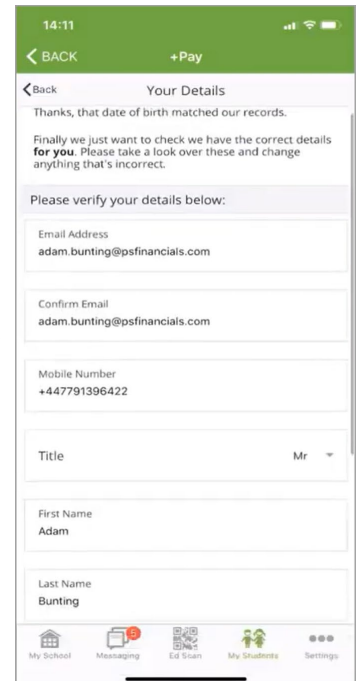
Tap **Payments**.



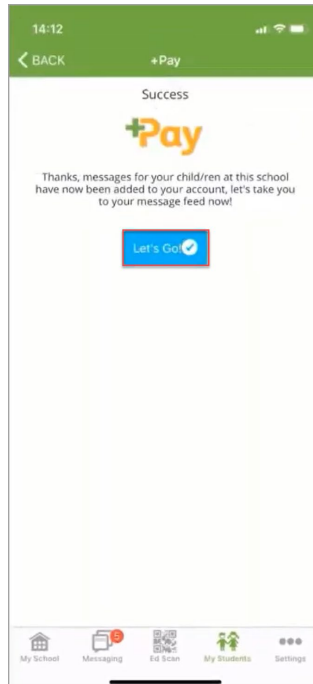
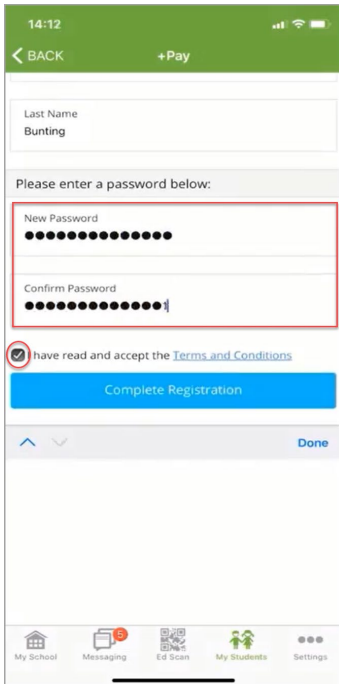
Tap **I don't have an account**. If you are already registered with ParentMail, tap **I already have an account** and follow the onscreen instructions.



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



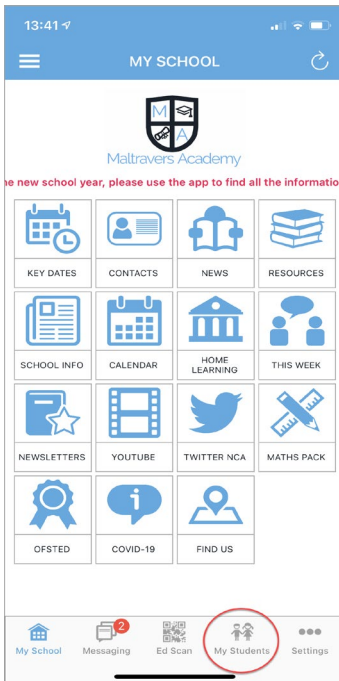
Double check your contact information, then scroll to the bottom of the screen.



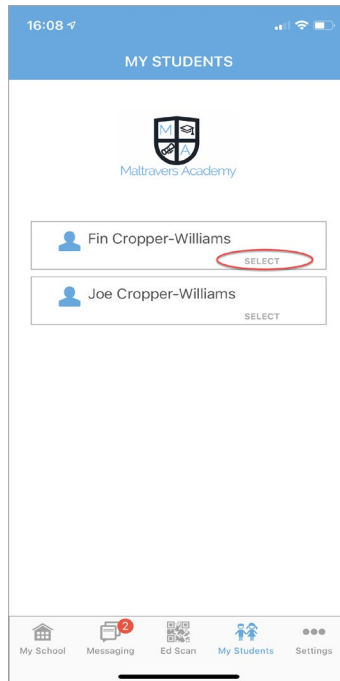
Enter a **New Password**, then **Confirm Password**. Select the tick box to confirm you have accepted the terms and conditions.

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

Top up Your Child's Dinner Money Balance



Tap **My Students**.



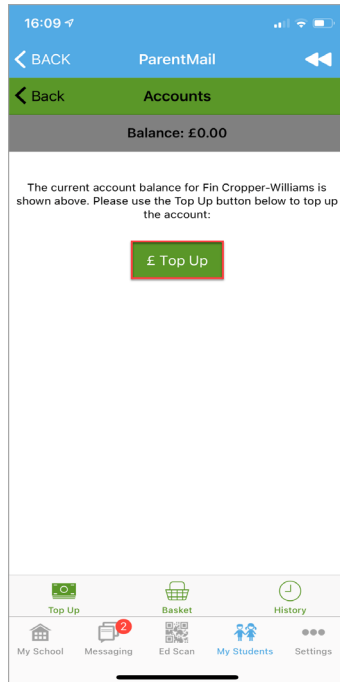
Tap the child whose balance you want to top up.



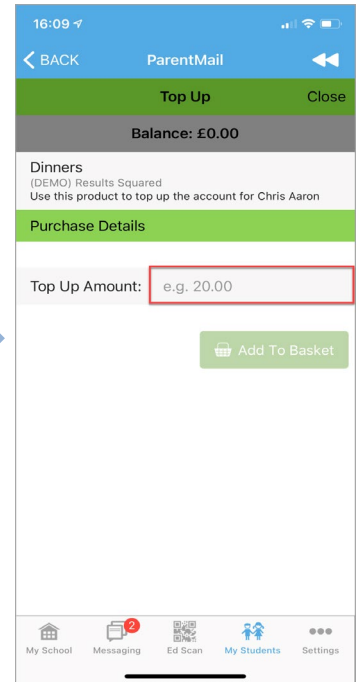
Tap **Payments**.



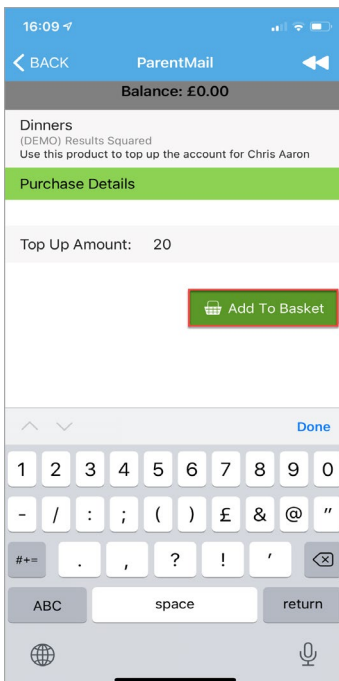
Tap the required child to select them. Tap the **Menu** icon then select **Accounts**.



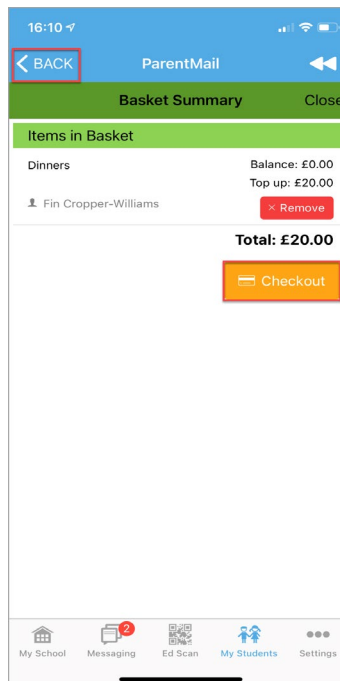
Tap **Top Up**.



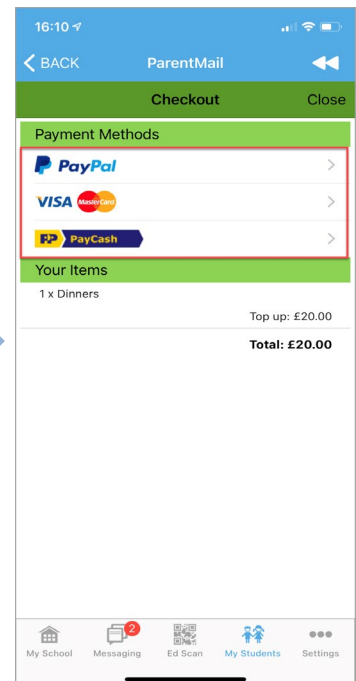
Enter the **Top Up Amount**.



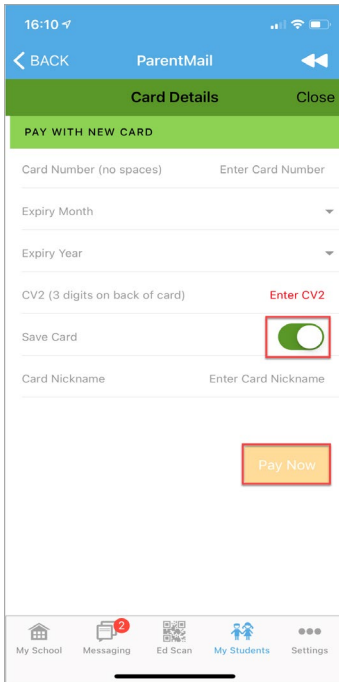
Tap **Add to Basket**.



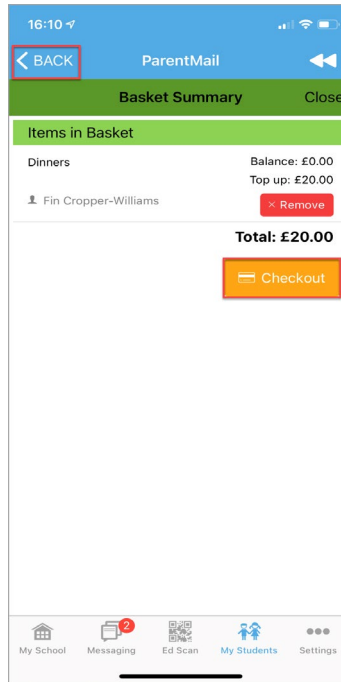
Your basket summary is displayed. Tap **Back** if you want to top up another child. Tap **Checkout** to proceed to payment.



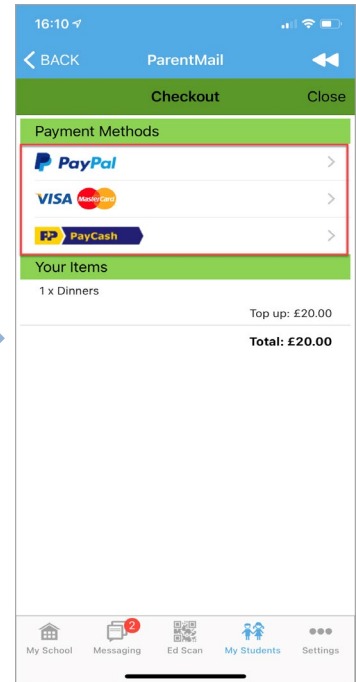
Tap your preferred method of payment.



Enter your payment method details then tap **Pay Now**. If you have entered card details, you can save the card for future use.



Your basket summary is displayed. Tap **Back** if you want to top up another child. Tap **Checkout** to proceed to payment.



Tap your preferred method of payment.

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