Instructions for Online Payments

September 2020

In order to facilitate ease of payment of school funds and increase security, **Scoil Ghrainne CNS** is now using the MIT online payment system. This means that you can pay your annual Book/Resource Money and other school fees like tour money through our secure online system by credit or debit card and keep track of payments paid and print off a receipt.
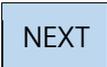
TO SET UP YOUR ONLINE PAYMENT ACCOUNT:

1. Go to https://eps.enrol.ie/scoilghrainnecns/index.aspx
2. The picture of the lock and the 'https' in the address bar will reassure you that this is a secure site for use of debit/credit cards and storage of information.

3. For your first time to login select the Create Account button.

4. Enter your child's first name, surname and PPS number.

   If your child's surname has an apostrophe in it, please do not include this or a space. E.g. O'Connell will be OConnell.
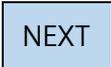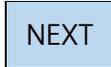
5. Press NEXT .

6. You will be asked to:
   a. Confirm if your contact phone number is correct.
   b. You must enter an email address for further communication. (This email address will be used as your username)
   c. You must also create and confirm a password.

     d.   Choose a recovery question

Keep a secure record of these as you will use them to login on future occasions.

7. Note that you can edit your child's personal and contact details on the system. If you notice an error in your details please click on the button **EDIT** button and update once corrections have been made. Please <u>tick the box confirming</u> your details are now correct and click the **CONFIRM** button.

8. For future logins you will be asked to enter the email address and password you have entered into the system.

TO MAKE A PAYMENT:

1. You will see at least two tabs in the payment screen depending on how many children you have attending **Scoil Ghrainne CNS** Choose the **FAMILY** tab if you wish to pay a number of fees or choose your **CHILD'S NAME** tab if you wish to make a payment against that individual.

2. Choose the <u>amount you wish to pay</u> from the payment dropdown and click the NEXT button.

3. Enter your <u>credit/debit card details</u> as instructed on the screen and click on the NEXT button. If you have any difficulties at this stage please phone the school office – 016402418.

4. You can print and/or save your receipt. All records of your payments will be saved for you on your own private page so you can see what you have paid to date.

If you cannot use the online system please phone us for assistance. We will be happy to sit down with anybody who would like us to go through it with them. Please support our efforts to reduce the amount of cash and cheques we deal with in the school office and to make our payment system more efficient and safe.

Thank you for your contribution.

<u>Mr. Kenneth Scully</u>

Principal