

## Make Payments Using the MyEd 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:

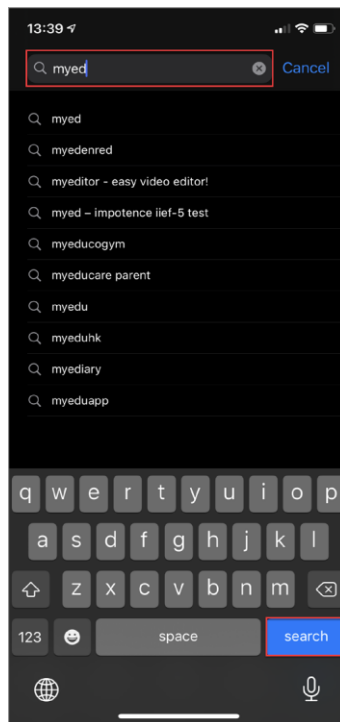
- Download the MyEd app (if you don't already have it)
- Register with +Pay
- Top up balance or make payments

### Step 1: Download and Setup the MyEd App

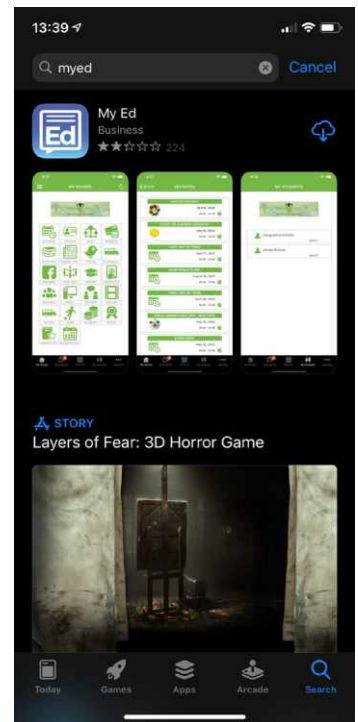
If you already have the My Ed app installed, please go to Step 2.



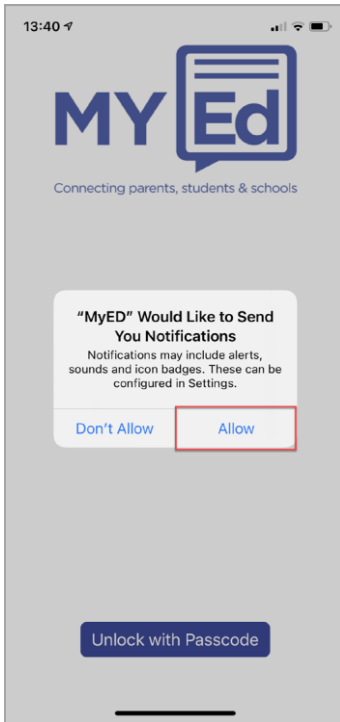
Go to your app store on an iPhone (or Google **Play Store** on your android device).



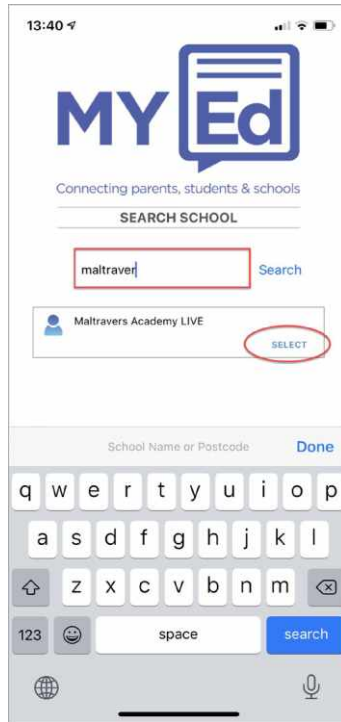
Search for **My Ed**.



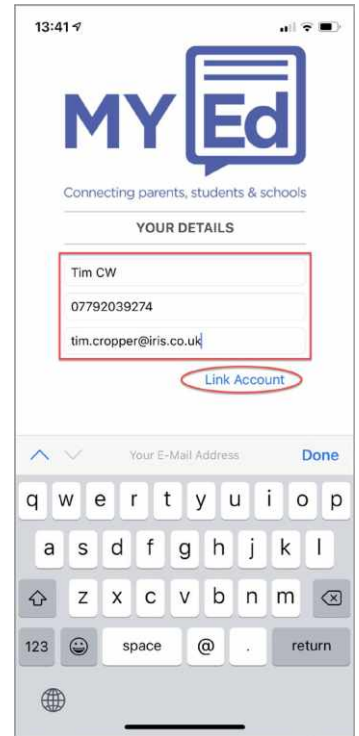
Download the app.



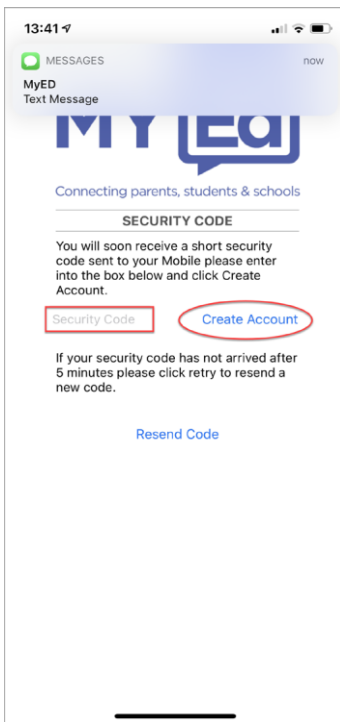
Tap **Allow** to allow notifications to be displayed when a message is received from your school.



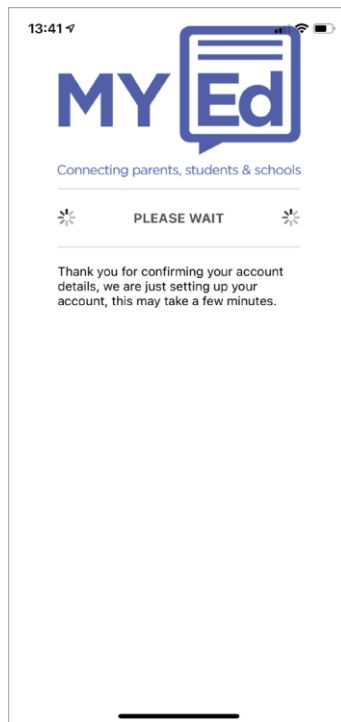
Search for, then select your school.



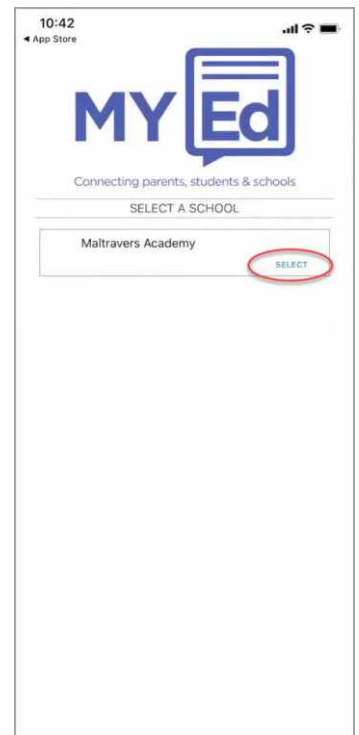
Enter your full name, mobile number and email address, then tap **Link Account**.



You will receive a text message with a security code. Enter it 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 **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



## Register with +Pay



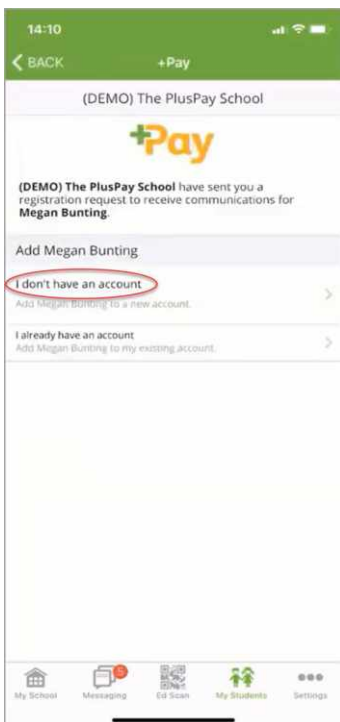
From the My Ed home screen, tap **Students**.



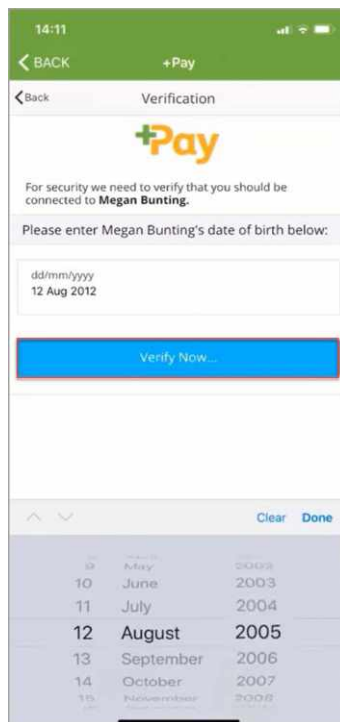
Select the first child in the list.



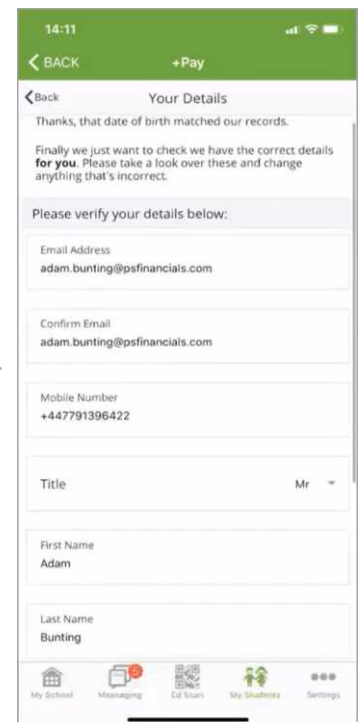
Tap **Payments**.



Tap **I don't have an account**. If you are already registered with ParentMail, tap **I already have an account**.



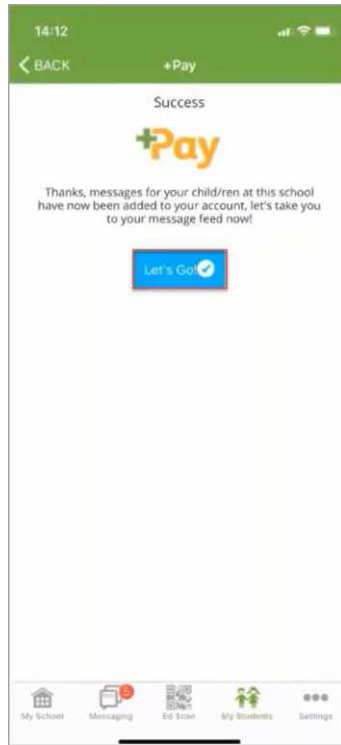
Enter the date of birth for the child you selected then tap **Verify Now**.



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



Enter a **New Password**, then **Confirm Password**, then tap **Complete Registration**.



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

## Top up Your Child's Dinner Money Balance



Tap **Students**.



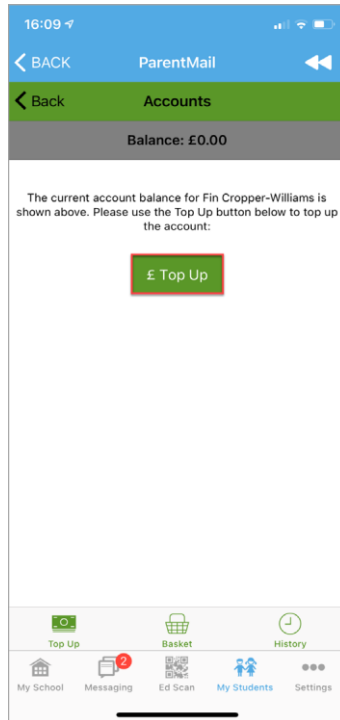
Select the child whose balance you want to top up.



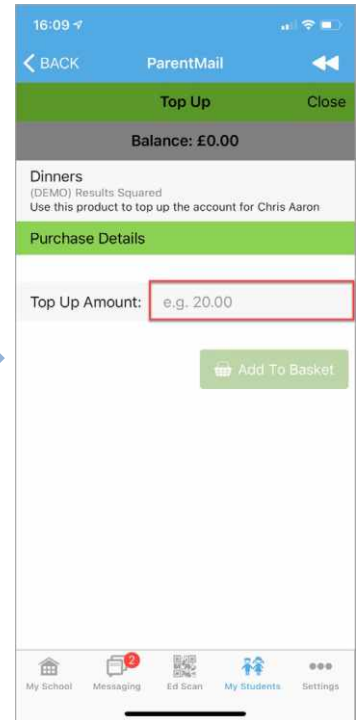
Tap **Payments**.



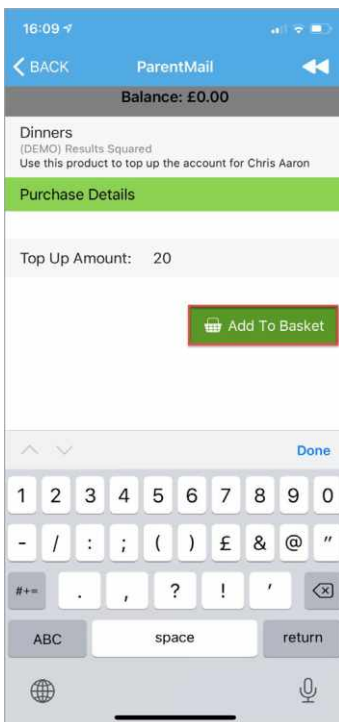
Tap the required child to select them. Tap the **Menu** icon then select **Accounts**.



Tap **Top Up**.



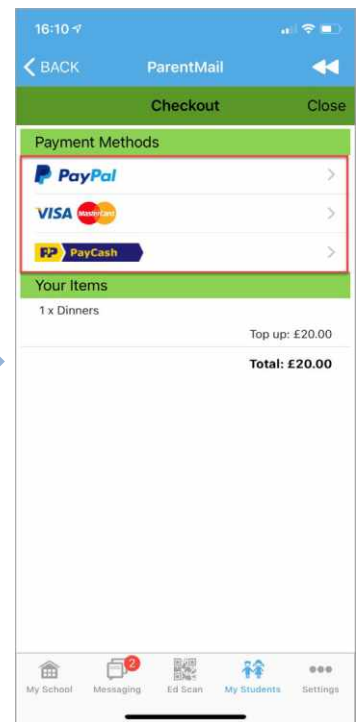
Enter the **Top Up Amount**.



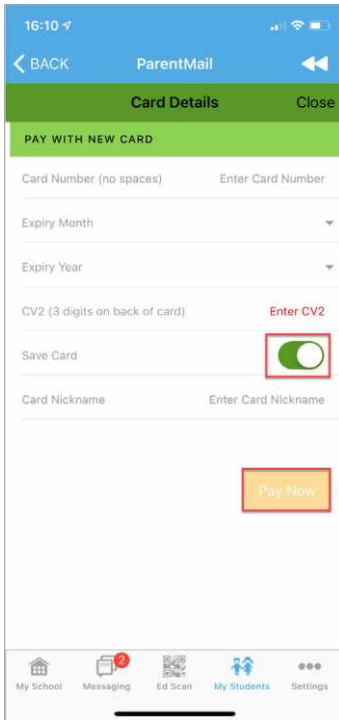
Tap **Add to Basket**.



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



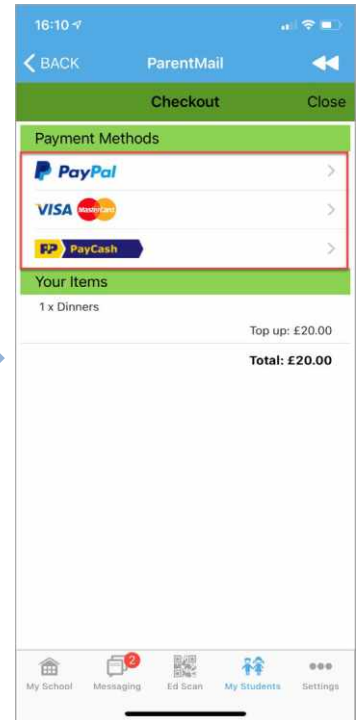
Tap your preferred method of payment.



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.



## Paying for Items

Your school will inform you when you have items you need to pay for through +Pay.

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