

On-Line Payments – Parents User Guide

Log onto www.shropshire.gov.uk

On the right hand side of the screen click on the green “Pay” button under the online services tab

See the blue bar “Pay your “ - use the drop down menu and select Schools Payment

Click “Pay online”

On the schools payment screen select Cheswardine Primary and Nursery School from the drop down menu

Click on the next drop down menu button and select the item from the item list

Enter your child’s pupil reference number

Enter your child’s full name

Enter the amount you are paying

Enter your name and address detail

Click “Add to List”

Your item will be added to your review list. If you need to add another item you can do so by returning to the top of the page.

Your name and address details are saved for your current internet session so if you do need to add more than 1 item you just need to click on the address drop-down box and your details will have been saved but for this session only

Select address from drop-down list

Click “Select” then “Add to List” again

Review your list of items. Items can be deleted at this stage. Once happy click on either Paypad or Card (Visa etc)

The “Pay” button will appear once payment choice has been made

Click “Pay” to make payment

Enter cardholder details

If cardholder details are the same as on the front page then you can press select to autofill the address on this page

Click “Submit”

A Please Wait screen will appear while your payment is being processed

On the Please Review & Confirm Your Payment page no payment has been taken at this stage. If you are happy for the payment to proceed click “Confirm” at the bottom of the page

A Please Wait screen will appear while your payment is being completed

Payment Confirmation Screen – You can email the receipt to yourself or print a copy off for your records. **It is very important that you do make a note of the receipt number**