



## Guide to iPay Impact Registration & Use

Erne Integrated College operates iPayimpact online payments system with the Cashless Payment Registration Information. This letter details your student name, your college ID number & your **Unique iPayimpac Account Reference** and allows you or your parent/carer to link a bank account.

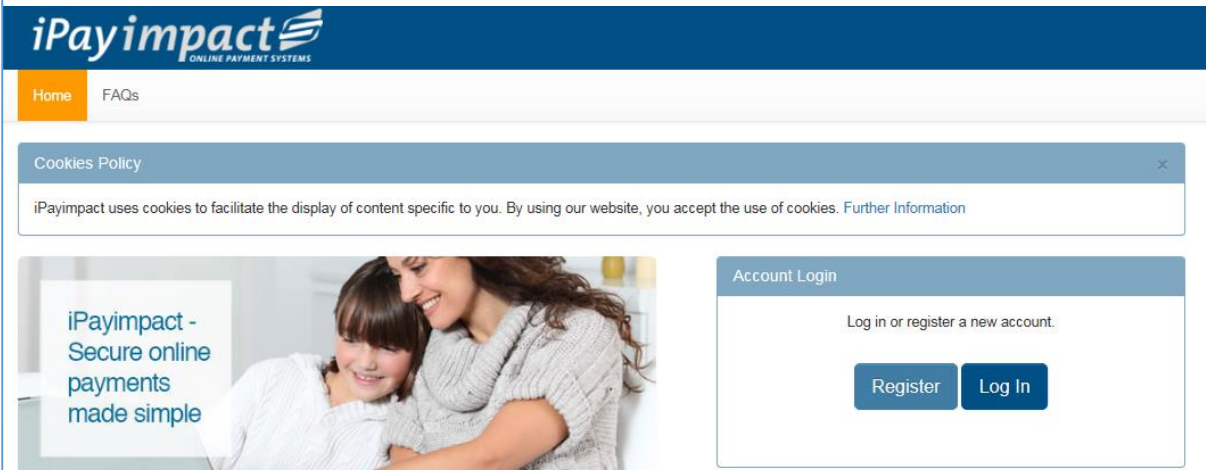
### How to set up an account

At the top of this letter you will find a unique code that will link each student to your account. Once you have setup the account online, you will have the option to link one or more credit / debit cards from which we will process your transactions.

- ♦ Please go to <https://www.ipayimpact.co.uk>
- ♦ Click on the Register button
- ♦ Enter your account reference – “enter your unique reference provided above”.
- ♦ Enter a username that you will remember. You will be asked for this each time you log into your account
- ♦ Enter a valid email address and then confirm it below. This address must be the same email address in each box. Your confirmation and payment receipts will be sent to this address.
- ♦ Select and confirm a password (Must be a minimum of 6 characters)
- ♦ Maths Test – please calculate and insert your answer to the Maths test  
Please tick this box. You can view the terms as required.
- ♦

**This is a step by step guide to completing the logging in process, linking your accounts, and making an online payment.**

## 1 How to get started



The screenshot shows the iPayimpact website home page. At the top is the iPayimpact logo with the tagline 'ONLINE PAYMENT SYSTEMS'. Below the logo are navigation links for 'Home' and 'FAQs'. A 'Cookies Policy' banner is visible, stating that iPayimpact uses cookies to facilitate content display and that users accept their use. The main content area features a large image of a woman hugging a child, with the text 'iPayimpact - Secure online payments made simple' overlaid. To the right of the image is an 'Account Login' section with the text 'Log in or register a new account.' and two buttons: 'Register' and 'Log In'.

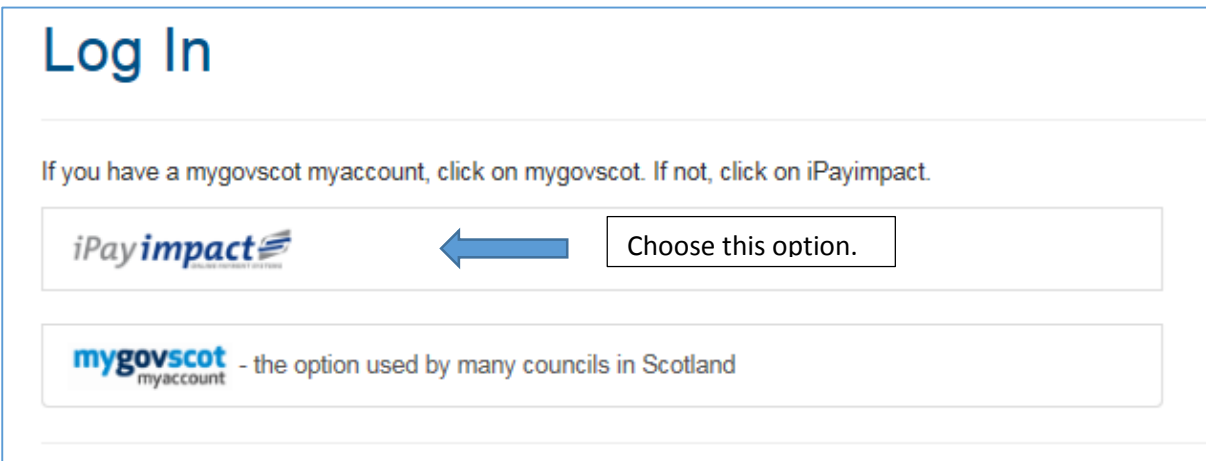
### Welcome to iPayimpact

Select: Register

Complete the Registration Form.

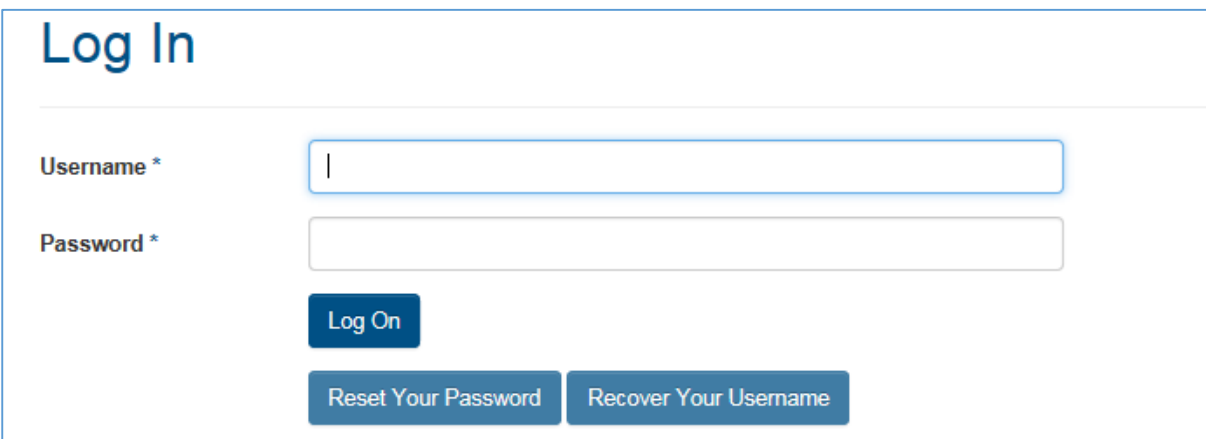
Read instructions regarding the make-up of your password.

## 2 Once you have registered you will need to log in.

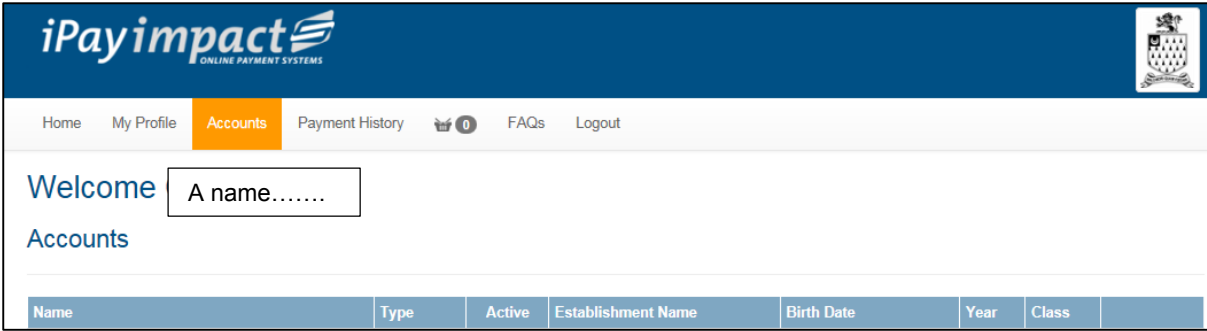


The screenshot shows the 'Log In' page. The title 'Log In' is prominently displayed at the top. Below the title, a message reads: 'If you have a mygovscot myaccount, click on mygovscot. If not, click on iPayimpact.' There are two options presented in a list: the iPayimpact logo with a blue arrow pointing to it and a box containing the text 'Choose this option.', and the mygovscot myaccount logo with the text '- the option used by many councils in Scotland'.

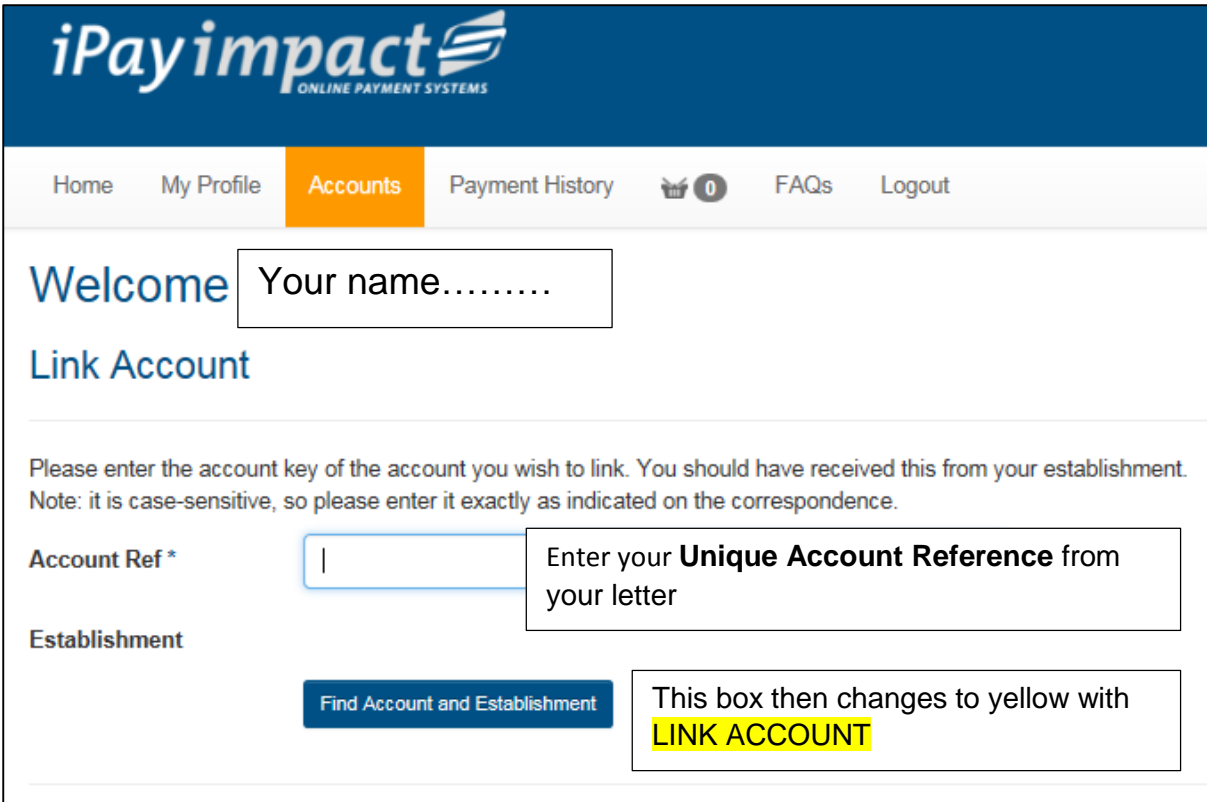
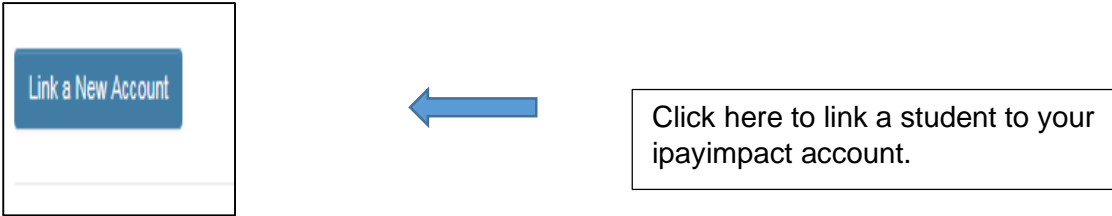
Now enter your username (from your registration) & the password.



The screenshot shows the 'Log In' form. The title 'Log In' is at the top. Below the title are two input fields: 'Username \*' and 'Password \*'. Below the 'Password \*' field is a 'Log On' button. At the bottom of the form are two buttons: 'Reset Your Password' and 'Recover Your Username'.



### 3 Linking your student to the account



Complete "Update my Profile" & save.

## Account Updated Successfully

Your account details have been amended.

## Link Account

Please enter the account key of the account you wish to link. You should have received this from your establishment.  
Note: it is case-sensitive, so please enter it exactly as indicated on the correspondence.

Account Ref \*

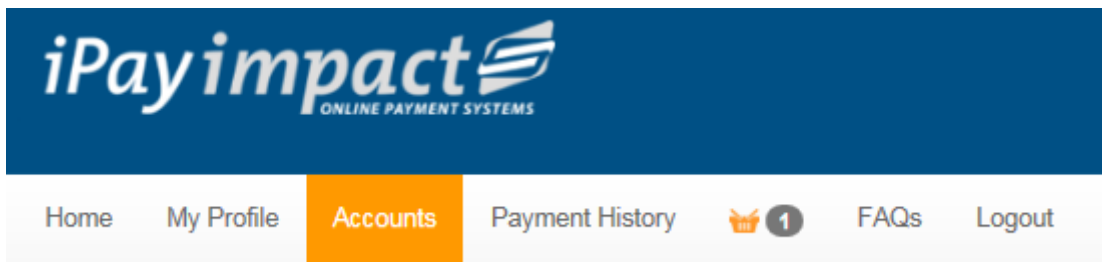


Establishment

Find Account and Establishment

### 4 Linking this account to another student(s)

If you have more than one child at college you can link both of them to the same account by clicking on



Link a New Account



Type in the other students 'account ref', click next to Establishment & it will bring up Strode's College, then click

Link Account

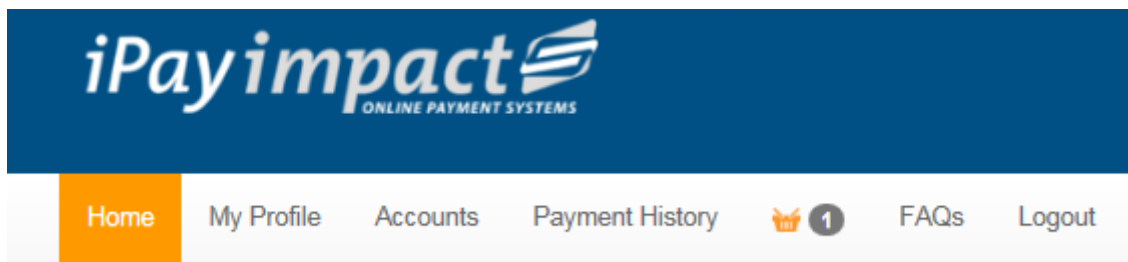
## Account Linked

The account was linked successfully.

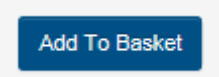
Return to list of accounts

Link Another Account

## 5 How to add a payment card.



In home page – this is where you can link up your debit card for use in the Café to purchase



food. You put a suggested amount of money in that box & which takes you into the Basket.



Complete the MAKE PAYMENT WITH - -

**'A new card' or 'a new card then store the card'**

Proceed to checkout -

The screenshot shows the 'Online Payments' form. At the top, it says 'Current Stage 1 2 3 4 Of 4'. Below this are logos for Maestro, VISA, MasterCard, VISA Electron, and VISA. There are 'Help' and 'Cancel' buttons on the right. The form includes the text 'All fields marked \* are mandatory', 'Amount £20.00', and input fields for 'Card Number\*', 'Expiry Date\*', and 'Security Code\*'. At the bottom, there are 'Continue', 'Back', and 'Reset' buttons. A note states: 'Note: Clicking on the links below will open a new browser window.' Below the note are logos for 'MasterCard SecureCode.', 'Verified by VISA', and 'Trustwave Trusted Commerce Click to Validate', each with a 'Learn more' link.

You will be asked to check your details address & email etc, then click proceed again & it takes you to current stage 4 of 4.



## Online Payments

Current Stage 1 2 3 4 Of 4

### Payment Confirmation Page

Help

Cancel

You are about to make a payment for the transaction shown below. Please check that these details are correct and then either click on the "Make Payment" button to continue with your payment or click on "Back" if any details need to be amended.

Once you click on "Make Payment" your transaction will be authorised on-line. This will typically take about six seconds but various factors can affect the actual time taken. Please refrain from clicking on any other browser buttons or navigating to other sites while this process takes place. If the process stops responding for any reason then we recommend that you simply close your browser.

#### Purchase Details

Please check that the purchase details below are correct.

Description	Reference	Name	Price
College Meals	S807328075-F374-BIS41954		£10.00
College Meals	S807328075-F374-BIS41955		£10.00
		<b>Total</b>	<b>£20.00</b>

#### Card Details

Please check that your card details are correct

Card Number	*****5740
Cardholder	Ph pa Tu ar
Expiry Date	07/19

Select:

**Make Payment**

## Payment Added Successfully

Your payment has been processed.

Payment History

Accounts

You can also set up a **regular payment** for food in the Auto Pay tab. You can choose to add a set amount of money onto the card either weekly or monthly.