



Payments4Schools

Help Sheet

Log on to <http://www.worcestershire.gov.uk/payments4schools>
Or follow the link from the school website

Step 1

This log in screen will appear.

- From the first drop down menu, select **Clifton-upon-Teme Primary School**
Press **Select**

Step 2

- From the second drop down menu, select the **item** you wish to pay for - currently only:
After-school Club Mth/yr.
Press **Select**.

Step 3

- You must then enter your child's **unique reference number** (details of which are on the **After-school Club Invoice**) and their full name.
 - Then enter **the amount** to pay as shown on the After-school Club invoice
- NB:**
Monetary amounts must be entered with a decimal point but a £ sign is not necessary

- Do not tick the gift aid box**



CLIFTON-UPON-TEME PRIMARY SCHOOL

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☐ Gift Aid

Select address from list and click Select button. Or enter details manually below.

Select Address ---

Name *

House No * OR House Name *

Street *

Area

Town *

County

Postcode *

Payment Review

To modify a payment click the Modify link. To remove a payment click the Delete link. To make a payment, click Pay. You will be redirected to a holding page while your request is processed. You will then be directed to the next step in the payment process.

Reference	Account Type	Description	VAT	Amount (£)
Total Amount £0.00				

Step 4

- Enter your **name and address**.
- Click **Add to List**.

NB You will only need to enter your address once on each visit. When adding additional payments it will appear in the drop down menu for you to highlight.

Click **Select**

Step 5

- **Review** your payment
- You will see the After-school Club due payment (and in due course any activity/trip) that you have selected and the amount to be paid
- *In due course when we set up the next phase of the service, you will have the opportunity to pay for other activities/trips for the same child, you will need to add these to the list by clicking "back to the top" and repeating steps 1 to 5*
- Once you have a list of all the payments you want to make and are happy with the total:

Click **Pay**

Town *

County

Postcode *

Payment Review

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Reference	Account Type	Description	VAT	Amount (£)	
2006164801	School Accounts	School Milk	AO	1.00	Modify Delete
Total Amount £1.00					Delete All

[Help](#) [link opens in new window] [About](#) [link opens in new window]

Please Wait - Civica AuthorityICON

Please Wait

You will be redirected to the card payment system

Please do not close the browser or press the back button. You will be taken to the next stage of the payment automatically.

Step 6

You will be asked to **wait** while you are redirected to the card payment system to enter your credit or debit card details.



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Step 7

You will be redirected to this page on which you can securely enter your credit or debit card details.

Please note that any credit or debit card can be used so other relatives (i.e. grandparents, guardians, friends) can make payments on the child's behalf, as well as parents.

Once these details are entered, you will again be asked to wait while they are verified.

Step 8

- On this page, you will be asked to enter the **name and address of the cardholder**.
- Press **Continue** to make the payment
- You also have the option of **Cancelling** the payment at this stage.

Once these details are entered, you will again be asked to wait while they are verified.

- Once payment has been made, you will be asked for a final time to check the card number, check the payment and then **confirm, return to card details** to amend, or **cancel the payment**.
- You will then see a screen that informs you that your payment has been successful.
- You have the option to enter an **email address to receive an emailed receipt** or you can press the click **Print** and print out a receipt.

We do recommend that you to choose one of these options to keep for your own records.

Thank you for using Payments4Schools