GUIDANCE FOR PARENTS/GUARDIANS/PAYER

MAKING AN ELECTRONIC PAYMENT FOR A SCHOOL/College ACTIVITY/TRIP/MEAL ETC

To make a payment for a Child/Children please go to the

https://www.civicaepay.co.uk/Worcestershire/webpay_publicP4S/webpay/default.aspx

Note: Some schools have a link through their own school websites.

Step 1

Select the Child/Children's school/College from the drop down menu.

Press:

Step 2

Select the item you wish to pay for from the drop down list

Press:

Note: The items on the drop down list will be activities/trips/meals etc entered by the school/College where they have requested payment from parents/guardians.

Step 3

Enter the Child's pupil reference number (unique number for your child supplied by the School/College)

Step 4

Enter the child's full name

Step 5

Enter the amount you wish to pay (this must be entered with a decimal point but a £ sign is not necessary)

<u>Gift Aid</u> – only tick this box if your schoolCollege participate in Gift Aid – they will have asked you to tick this box if they are.

<u>Step 6</u>

Enter your address details. Once an address has been entered it will appear in the drop down menu thereafter.
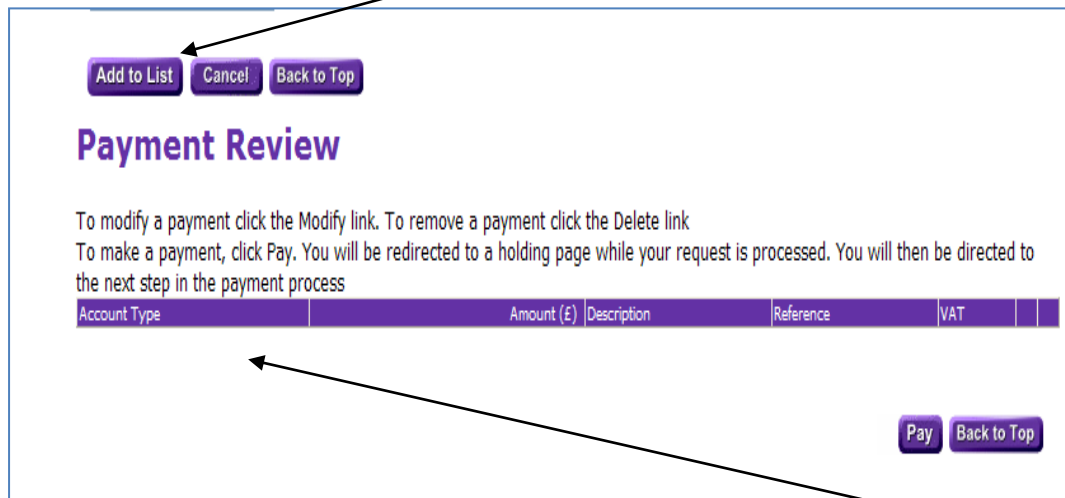
In future when you select your address from the drop down menu please press :

Select

You do not have to enter your address details.

<u>Step 7</u>

Once you have completed Step 1 – 6 press 'Add to List'.

Add to List | **Cancel** | **Back to Top**

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

Account Type			Amount (£)	Description	Reference	VAT		

Pay | **Back to Top**

You will now see the activity/trip etc you have selected and the amount in the list at the bottom of the screen.

You may want to pay for another activity/trip etc for the same child or make a payment for another

child so you will need to add these to your list by selecting 'Back to Top'.   **Back to Top**

You now need to go back to Step 1.

Once you have a list of all the payments you want to make and are happy with the total select 'Pay'.

Pay

You will now be redirected to the card payment system where you can enter your debit/credit card details to finalise the payment.

You will be given a Receipt Number which is your 'proof of payment' if you have any queries.