

## **Canteen payments: How to register and top up your account**

In order to use the ipayimpact web site you will need to

- Register on the site at <https://www.ipayimpact.co.uk>
- Please allow yourself the time to check the terms and conditions
- Click on the Register button
- Child Account Ref - **enter the reference provided at the top of this letter for one of your children**
- Username - enter a username that you will remember. This will be asked for each time you login to your account
- Email - enter a valid email address
- Confirm Email - Must be the same email address as entered in the previous box
- Password - enter a password (Must be a minimum of 6 characters)
- Confirm Password - Must be the same password as entered in the previous box
- Maths Test - please insert your answer to "prove you are human"!
- Agree to Terms - Please tick this box after reading the terms.

**An email will be sent to your email account. ACTIVATE your account by clicking on the link provided in the email.** This will ACTIVATE your account and allow you to Login using the credentials you entered during the registration process.

- LOGIN to your account
  - Update your personal information and save
- Link additional child/ren **(if you have more than one child at this school or another school using iPayimpact)**
  - Go to Child Accounts on the menu - your first child will be displayed.
  - Click on the 'Link a New child Account' Button
  - Enter the Child Account Reference for your other child/ren as detailed in this letter or similar letter from the school.
  - Click Find School and Account - choose the school from the list (if displayed)
  - Click the Link Account button

### **MAKE PAYMENT**

- Go to the home page and add items you wish to pay for into the basket
- Proceed to Checkout

You will be directed to the Capita payment gateway where you can enter your debit or credit card details securely.

You will receive an email receipt of your payment once it has been authorised.