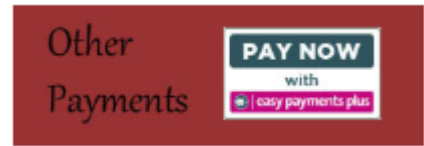


Step 1.

Set up an account.

To allow you to pay the school charge please click on the Other Payments tab on the home page.



Step 2.

Next click on the **Log In** in the top right hand corner.

- If you are new to the school, please select no when asked if you have an account.
- Parents with sons in the school already please select yes and log in with your Email address and password. Then please read note at end of document for further instructions.



To make a payment to Salesian College Celbridge - EXTRA ACCOUNT please login to your Easy Payments Plus account. If you do not have an Easy Payments Plus account select No and register your details.

Do you have a myeasypay account?

Yes No

Step 3.

Fill in the 4 fields

Parent/Guardian details

Password min of 8 characters, 1 uppercase letter, 1 lowercase letter, 1 number and 1 special character. (!%& etc)

Check the boxes

Register

First name

Surname

E-Mail

Create a new password

Verify you are not a Robot

I'm not a robot

Check this box to agree to the terms and conditions

Register

Step 4.

Fill in the required fields.

First and Surname fields will be pre filled

Fill in address & mobile number.

First name

Enter First Name

First name is a required field.

Surname

Enter Surname Name

Surname is a required field.

Address

Address Line 1

Address Line 2

Address Line 3

County/State

Kildare

Country

Ireland

Mobile (Country Code (+353) - Mobile Provider(87) - (1234567))

+353

eg. 87

eg. 5-7 digits

E-Mail

Step 4 Cont.
Check the 3 boxes

- Tick to receive SMS notifications from Salesian College Celbridge - EXTRAACCOUNT
- Tick to receive email notifications from Salesian College Celbridge - EXTRAACCOUNT
- Please Read Our Terms & Conditions and Data Privacy Policy then tick here to Agree

Select register



Step 5

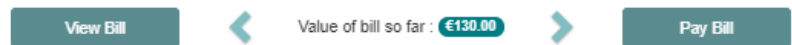
Select add to bill

Item List				
Code	Item	Description	Cost€	
Charge 1	2020/21 School Charge - 1 Student - Pay in Full	Proof of School Charge required on registration	130.00	Add to Bill

Step 6

Enter son's details here.

Click add.



Add Name

Enter details below for 2020/21 School Charge - 1 Student - Pay in Full

Firstname

Surname

[Cancel](#) [Add](#)

Step 7

Select proceed to payment

easy payments plus [View Bill](#) Total value of Instalments : €0 [Pay Bill](#)

Selected items awaiting payment

Details of payment(s)				
Fee Name	Name	Quantity	Total Cost€	
2020/21 School Charge - 1 Student - Pay in Full	Mike Ryan	1	130.00	Remove

[Add more items](#) [Proceed to Payment](#)

Step 8

Select card type

Click Select

Total Amount to Pay Now
€130.00

Credit Card
 Debit Card

[Cancel](#) [Select](#)

Step 9

Accept terms and check proceed

View Bill Total value of Instalments: € 0.00 Return to list

Total Amount
€130.00

Accept Terms and Conditions
 Agree Disagree

[Accept terms and conditions of Salesian College Celbridge - EXTRA ACCOUNT](#)

Cancel Proceed

Step 10

Enter your card details.

Payment Amount: EUR 130.00

Payment Type:*

Visa Credit

Card Number:*

Expiry Date:*

Month-

-Year-

CVV:*

[What's this?](#)

Cardholder Name:*

Click pay now

Pay Now

Step 11

Your receipt will be displayed on screen, please record the receipt number carefully on your registration form

Your receipt no. is 1761030005

Please Note.

If you have a son in the school and already have an easy payments account you will see the following screen. Please click on add to bill.

Item List				
Code	Item	Description	Cost€	
Charge 1	2020/21 School Charge - 1 Student - Pay in Full	Proof of School Charge required on registration	130.00	Add to Bill

The name of your son currently in the school will appear in the text box. Please select add name. From here you will continue as above from **step 6** above.

View Bill Total value of Instalments : €0 Pay Bill

2020/21 School Charge - 1 Student - Pay in Full

Select the name of the person in relation to

Name

Mike Ryan

Select

Your existing son's name will appear here.

You need to select add name

If not listed use the Add New Name button

Cancel

Add Name