

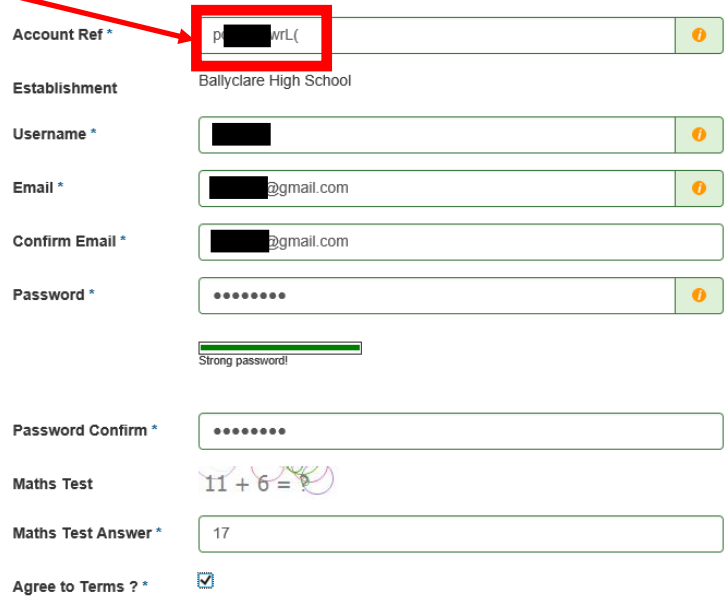
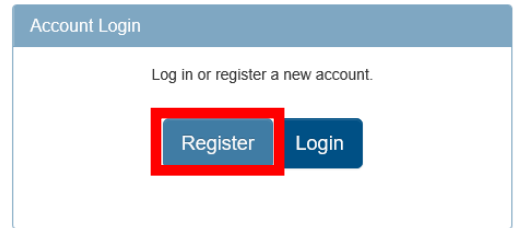
Registering For iPay

The first time you use iPay you should register. You need the 10 digit code that you will have received in a letter or email from Ballyclare High. You get a code for each pupil at the school and this document also shows you how to add a second child. If you happen to have children at other schools that use iPay then you can add them to the same account too.

- i. Go to www.ipayimpact.co.uk
- ii. Click "Register" (the next time you log in, after you've registered, you'll be able to click "Login").
- iii. Fill in the 10 digit Account Ref from the letter. Ballyclare High should then appear as the establishment
- iv. Fill in the rest of the registration form.

The password must be a minimum of 6 upper AND lowercase characters and include a number and a symbol e.g. a full stop.

Click Register at the end.



Account Ref * p[redacted]wrL(

Establishment Ballyclare High School

Username * [redacted]

Email * [redacted]@gmail.com

Confirm Email * [redacted]@gmail.com

Password * [redacted]

Strong password!

Password Confirm * [redacted]

Maths Test 11 + 6 = [redacted]

Maths Test Answer * 17

Agree to Terms ? *

[Click here to view the terms and conditions.](#) (Opens in a new tab/window)

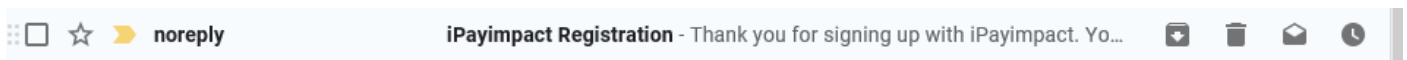
Initial registration has been successful

Your login has been created, but you now need to activate it.
An email has been sent to the address you specified, please check that email for instructions on how to activate your login.

Register

Fields marked with an asterisk (*) are required.

- v. Now you need to activate your account. Go to the email account you specified above and find an email like this:



- vi. Open the email and click on the link.

iPayimpact Registration Inbox x

noreply@ipayimpact.co.uk
to me

09:59 (3 minutes ago)



Thank you for signing up with iPayimpact. Your registration for Username: **mgf788** has been created, but not yet enabled.

Please click on the link below to confirm your email address and activate your registration.

<http://www.ipayimpact.co.uk/IP/Account/ActivateAccount?activationKey=KcLRChgZLkwweYD3>

If you cannot click on the link above, copy and paste it into the address bar of your web browser.

Registration has been successful

Your login has been activated. Please click on 'Log In' to begin using your account.

Log In

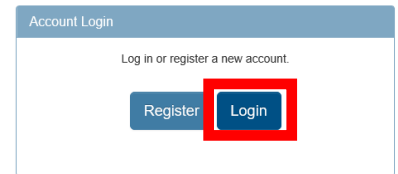
Remember to Record your
username and password!

Logging In to iPay (after you've registered)

- a) Click Login and choose "iPayimpact".

Log In

If you have a mygovscot myaccount, click on mygovscot. If not, click on iPayimpact. [What is mygovscot myaccount?](#)



- b) Type in your username and password.

Log In

Username *

Password *

Log On

Reset Your Password Recover Your Username

Fields marked with an asterisk (*) are required.

- c) You will be asked to update your details:

Browser tabs: Cash Registers (Buccleuc..., Welcome to i..., Ballyclare Hi..., Inbox (80) - ..., iPayimpact R..., Welcome ... x

Welcome

Update My Profile

Please note that the details requested below are YOUR details and not those of your child.
If you leave these empty at this stage you will have to enter them each time you wish to make a payment online.
My Profile address information is used to speed up the process of making a payment by prepopulating address data at the payment gateway.

Title *

Forename *

Surname *

Address 1 *

Address 2

Town *

County

Post Code

Country *

Language *

Mobile Telephone No.

Save My Profile Cancel

Change Your Email Address Change Your iPayimpact Password Download My Information

Accessibility Cookies Privacy Statement Sitemap Terms & Conditions Add to favourites

Welcome

Account Updated Successfully

Adding Further Children to your Account

I. Go into the Accounts section on the main menu.

Home My Profile **Accounts** Notifications Payment History 0 FAQs Logout

Welcome [REDACTED]

Accounts

Name	Type	Active	Establishment Name	Birth Date	Year	Class	
[REDACTED]	Pupils	✓	Ballyclare High School	[REDACTED]	9	9C	Select

[Link a New Account](#)

II. Choose to “Link a New Account” and paste in/enter the code for the second pupil. Choose “Find Account and Establishment”.

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 *

Qc[REDACTED]hL(

Establishment

[Find Account and Establishment](#)

III. “Ballyclare High School” should come up as the establishment. Click “Link Account”.

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 *

Qc[REDACTED]hL(

Establishment

Ballyclare High School

[Link Account](#)

Account Linked

The account was linked successfully.

[Return to list of accounts](#)

[Link Another Account](#)

IV. Either “Link another Account” or return to the list of accounts if you have added them all

Accounts

Name	Type	Active	Establishment Name	Birth Date	Year	Class	
[REDACTED]	Pupils	✓	Ballyclare High School	[REDACTED]	12	12E	Select
[REDACTED]	Pupils	✓	Ballyclare High School	[REDACTED]	9	9C	Select

[Link a New Account](#)

How to Purchase

1) Go to Accounts and “Select” the appropriate child.

Home My Profile **Accounts** Notifications Payment History FAQs Logout

Welcome [Redacted]

Accounts

Name	Type	Active	Establishment Name	Birth Date	Year	Class	
[Redacted]	Pupils	<input checked="" type="checkbox"/>	Ballyclare High School	[Redacted]	12	12E	Select

2) Choose what you would like to pay for and click “Pay”.

Fund Name	Type	Cost	Balance	Last Updated	Options
School Shop	Shop	N/A	€0.00		Shop History
Year 9, 10, 11 and 12 Locker Fund	Club / Society	€6.00	€0.00		Details Pay History

3) Choose to “Save Item in Basket”. Tick to give permission (this may not be relevant) and click “Continue”.

Adding Item

Please note that any meals payments will not be applied to the meals fund immediately.

Account Name: [Redacted]

Fund Name: Year 9, 10, 11 and 12 Locker Fund

Fund Cost: €6.00

Balance: €0.00

Amount To Add (€): 6.00

Save Item In Basket

Online Permission

Please check this box to indicate you are giving approval for your child to participate in this activity.

Continue
Close

4) Check your shopping basket and store your card if you want. Click “Proceed to Checkout”.

Shopping Basket

Remove all items

Establishment Name	Account Name	Fund	Details	Amount	
Ballyclare High School	[Redacted]	Year 9, 10, 11 and 12 Locker Fund		€5.00	Remove Amend

Basket Summary

Items	1
Value	€6.00

Please note, you currently have payments still being processed: [Payments](#)

Make payment with: a new card then store the card

Proceed to Checkout **Continue Shopping**

5) Enter your card number etc.

Current Stage 1 2 3 4 Of 4

Help
Cancel

All fields marked * are mandatory
Amount £6.00
Card Number*
Expiry Date*
Security Code*

Continue Back Reset

Note: Clicking on the links below will open a new browser window.

MasterCard SecureCode. Verified by VISA Trustwave Trusted Commerce Click to Validate

Learn more learn more

Pay360

Pay360 Limited t/a Pay360 by Capita Registered office: 30 Berrys Street London W1T 3LD Registered in England No. 03530217

6) Fill in your details including your email address for a receipt. Click “Continue”.

Current Stage 1 2 3 4 Of 4

Help
Cancel

Additional Information

All fields marked * are mandatory

Cardholder's Name*
Address 1
Address 2
Address 3
County
Country
Postcode
E-Mail
Confirm E-Mail

Continue Back Reset

Pay360

Pay360 Limited t/a Pay360 by Capita Registered office: 30 Berrys Street London W1T 3LD Registered in England No. 03530217

7) You should receive this confirmation:

Payment Added Successfully

Your payment has been processed.

Payment History Accounts

8) If you want you can see the payment in your “Payment History”.