



24/11/2025

Dear Parent(s)/Guardian(s)

Easypayments are upgrading their system today. Unfortunately, this will mean you will need to re-activate your account. It is a very straightforward process and is outlined below:

Activating your account:

1. Click on the **"Sign In"** button over on the far right of the screen
2. When you reach the sign-in screen, click on the **"Sign Up"** option.
3. Enter the email address associated with the school.

You will then be prompted to activate this email address.

Follow the on-screen instructions to complete the activation process.

Future logins:

To log into your account in the future, find the school payments button on the school's website: choose **"Sign In"** and enter your login email and Password.

Sign in:

Enter your login credentials - email address associated with your school account and Password.









Forgotten Password:

If you have already activated the account but you do not remember the Password, choose “**Forgotten Password**”, enter your email, Submit and follow instructions on the screen to re-set your Password

How to make a Payment:

You should see a school payment homepage which will look like the below:

 <p>1st year Registration</p> <p>Registration payment for incoming 1st years</p> <p>View € 100.00</p>	 <p>School Photos</p> <p>Order and pay for school photos here</p> <p>View € 80.00</p>	 <p>Donate to School Development Plan</p> <p>Did you know if you donate more than €250 annually, we can submit a claim to Revenue and increase your donation by 31%. Choose if you would like t...</p> <p>View</p>				
 <p>TY Ski Trip to Vermont</p> <p>Sunday, March 17, 2024 - Saturday, March 23, 2024. Includes flight and accommodation, full ski pass and equipment rental. Final payment due Januar...</p> <p>View € 2,000.00</p>	 <p>Live Auction Fundraiser</p> <p>Shelbourne Hotel Oct 24th 2099 19:00 - Oct 25th 2099 00:59</p> <p>View</p>	 <p>School fundraising campaign</p> <table><tbody><tr><td>Target</td><td>€ 500.00</td></tr><tr><td>Raised</td><td>€ 50.00</td></tr></tbody></table> <p>View</p>	Target	€ 500.00	Raised	€ 50.00
Target	€ 500.00					
Raised	€ 50.00					

1. Click the “**View**” button to see more information about the item you wish to purchase.
2. Fill in the required details and click “**Add to Cart**” when you’re ready.
3. If you need to purchase more than one item, select “**Go to List**”; otherwise, click “**Pay Now**”.
4. Review your payment summary. If everything is correct, click “**Proceed**”.
5. Enter your card details when prompted and Click “**Pay Now**”.
6. Once your payment is successful, you will receive an on-screen receipt, and a copy will be emailed to you.

Kind regards,

Padraic Corley

Mr. P. Corley
Principal