Cavan, Co. Cavan, Ireland Telephone: 049 43 61605

24/11/2025

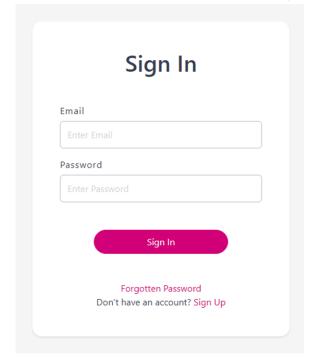
Dear Parent(s)/Guardian(s)

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 logon email and Password.

Sign in:

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

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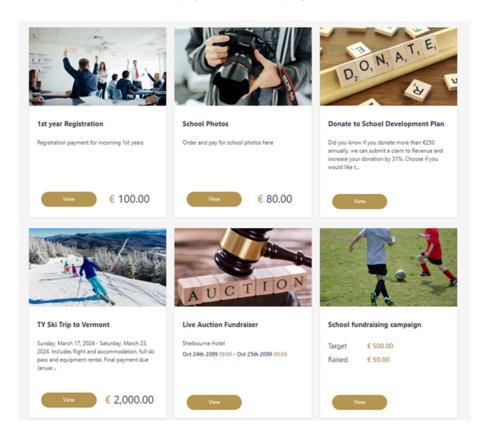
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Forgotten Password:

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:



- 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,

Padrail Corley

Mr. P. Corley

Principal