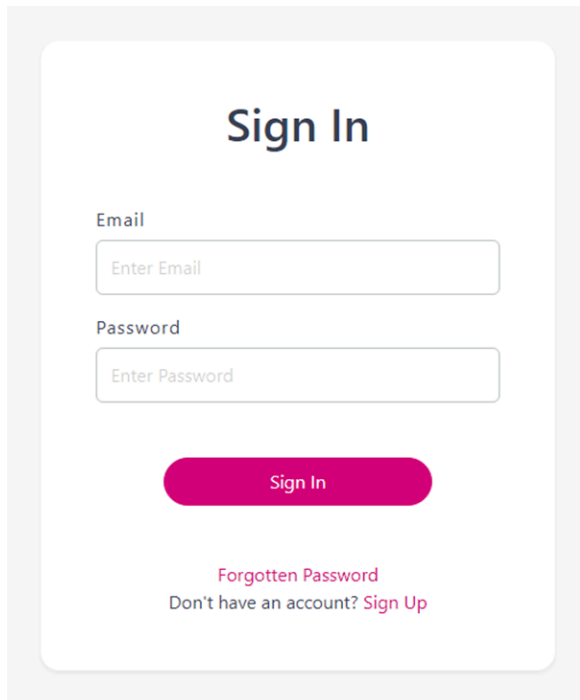


Payzone Guide

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.

A mockup of a 'Sign In' screen. At the top, the text 'Sign In' is displayed in a large, bold, dark font. Below this, there are two input fields. The first is labeled 'Email' and contains the placeholder text 'Enter Email'. The second is labeled 'Password' and contains the placeholder text 'Enter Password'. Below the input fields is a large, rounded, magenta button with the text 'Sign In' in white. At the bottom of the screen, there is a link that says 'Forgotten Password' in magenta, and below that, the text 'Don't have an account? Sign Up' in a smaller font, with 'Sign Up' in magenta.

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:

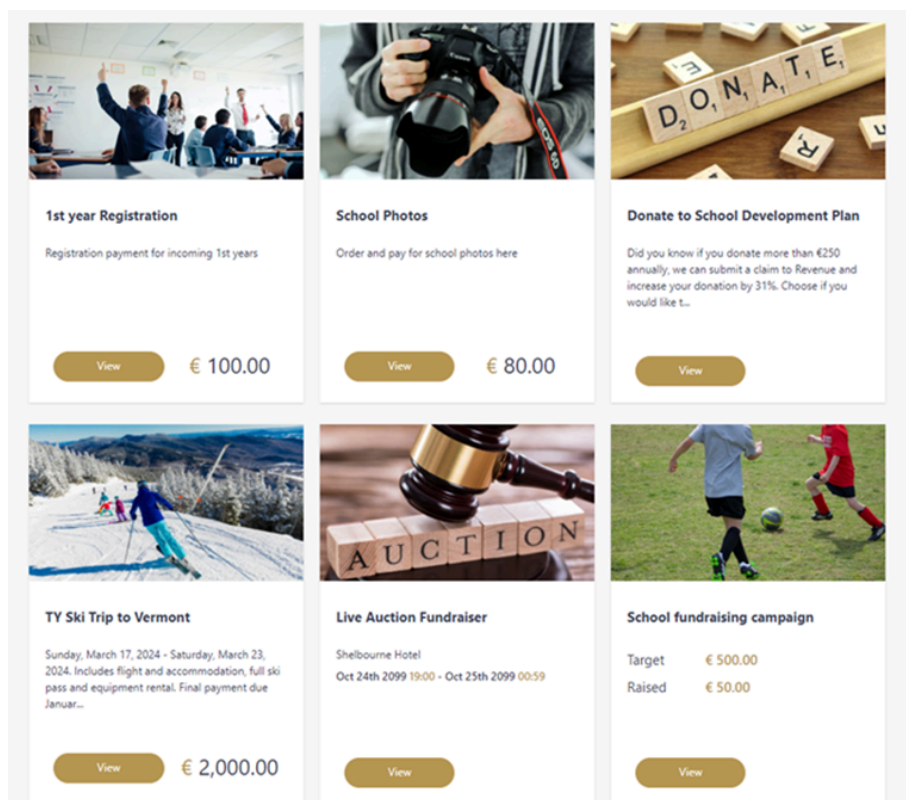
Enter your login credentials - email address associated with your school account and Password.

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:



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.