

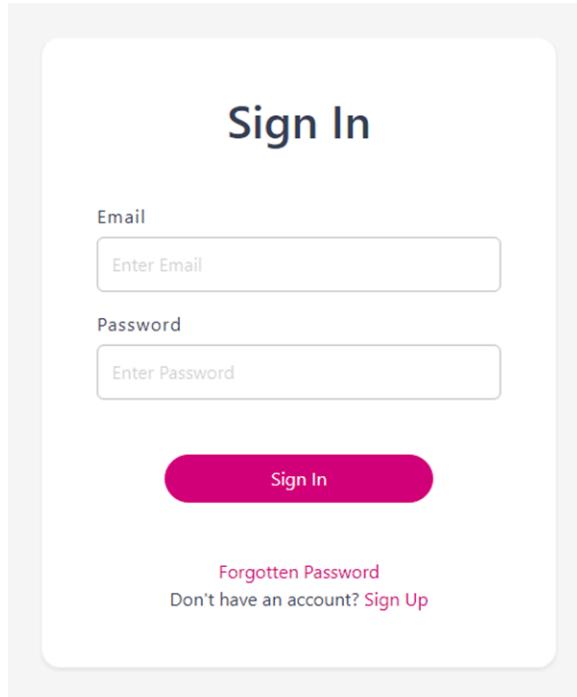
# Payzone Guide

## 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.



## 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:

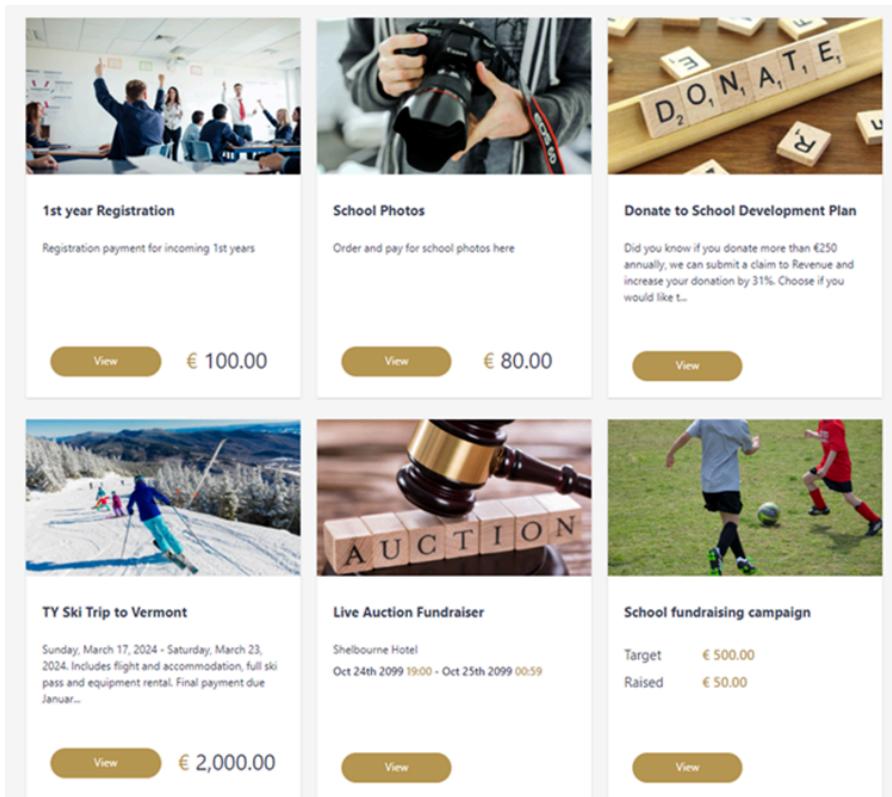
Enter your login credentials - email address associated with your school account and Password.

### 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:



**1st year Registration**  
Registration payment for incoming 1st years  
View    € 100.00

**School Photos**  
Order and pay for school photos here  
View    € 80.00

**Donate to School Development Plan**  
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 to...  
View

**TY Ski Trip to Vermont**  
Sunday, March 17, 2024 - Saturday, March 23, 2024. Includes flight and accommodation, full ski pass and equipment rental. Final payment due Januar...  
View    € 2,000.00

**Live Auction Fundraiser**  
Shelbourne Hotel  
Oct 24th 2099 19:00 - Oct 25th 2099 00:59  
View

**School fundraising campaign**  
Target    € 500.00  
Raised    € 50.00  
View

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.