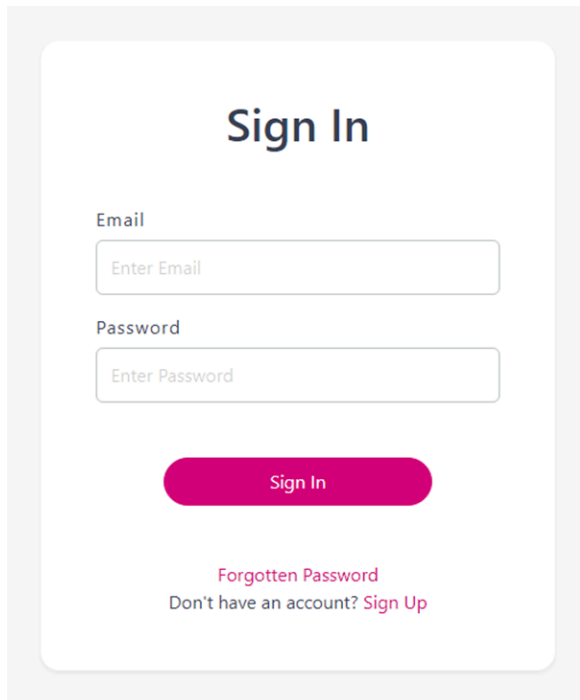# Payzone Guide

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.
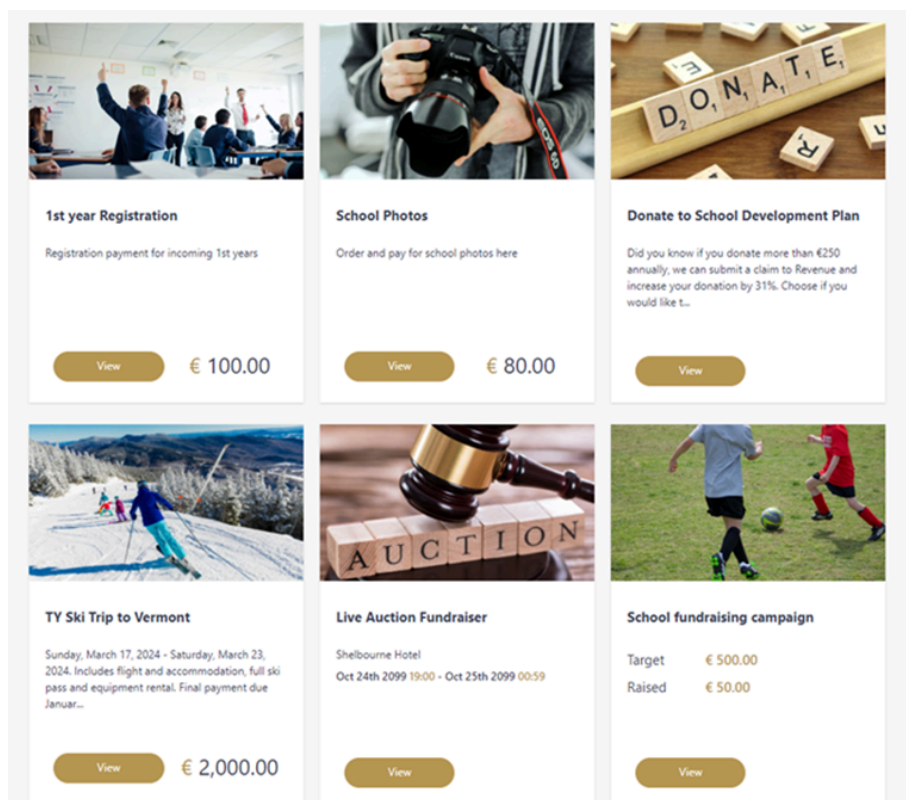
Sign in:

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:

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.