

## How to guide:

### REGISTER

- Go to <https://www.ipayimpact.co.uk>
- Click on the **Register** button.
- **Child Account Ref:** REFERENCE CODE
- **Username** - enter a username that you will remember. This will be asked for each time you login to your account.
- **Email** - enter a valid email address.
- **Confirm Email** - must be the same email address as entered in the previous box.
- **Password** - enter a password (must be a minimum of 6 characters).
- **Confirm Password** - must be the same password as entered in the previous box.
- **Maths Test** - please insert your answer.
- **Agree to Terms** - please tick this box. You can view the terms as required.

### ACTIVATE

An email will be sent to your email account. Activate your account by clicking on the link provided in the email. This will activate your account and allow you to login using the credentials you entered during the above registration process.

### LOGIN

Login to your account, update your personal information and save.

Link additional children (if you have more than one child at this school or another using iPayimpact).

- Go to Child Accounts on the menu, your first child will be displayed.
- Click on the 'Link a New Child Account' button.
- Enter the Child Account Reference for your other children as detailed in this letter or a similar letter from another school.
- Click Find School and Account - choose the school from the list (if displayed).
- Click the Link Account button.

### MAKE A PAYMENT

- Go to the Home Page and add items you wish to pay for into the Basket.
- Proceed to Checkout.
- You will be directed to the Capita Payment Gateway where you can enter your debit or credit card details securely.
- You will receive an email receipt of your payment once it has been authorised.