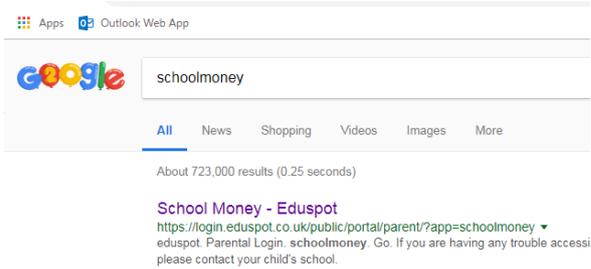
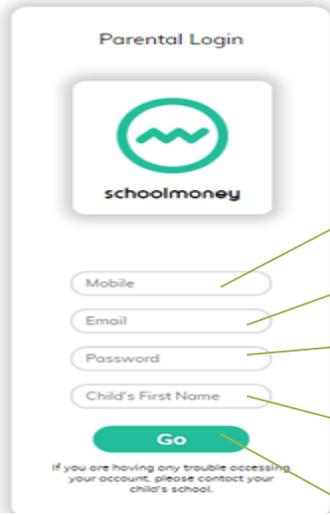
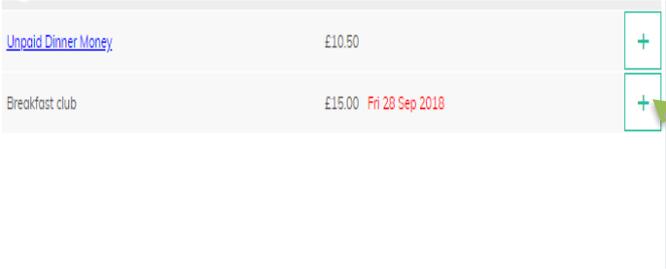
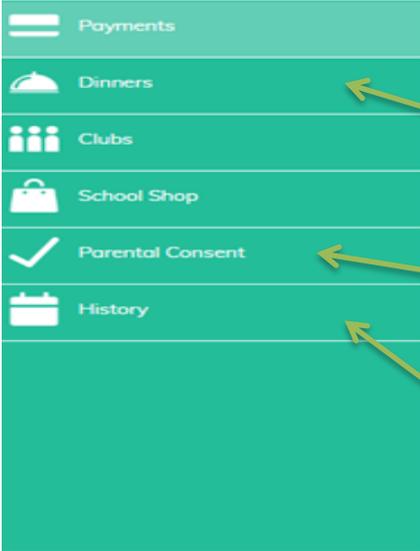
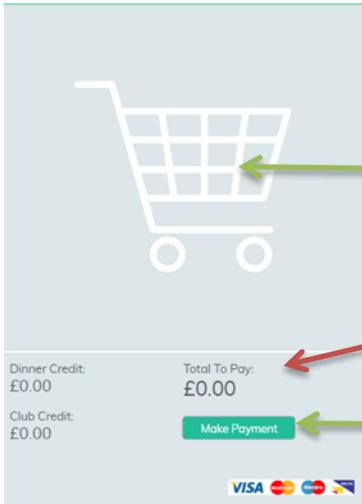
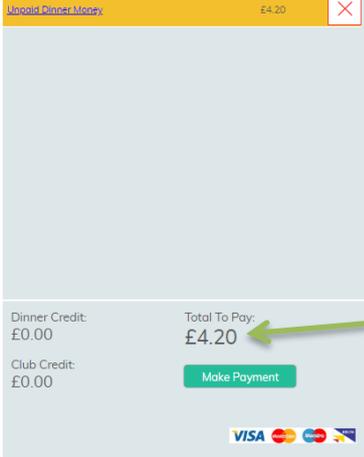
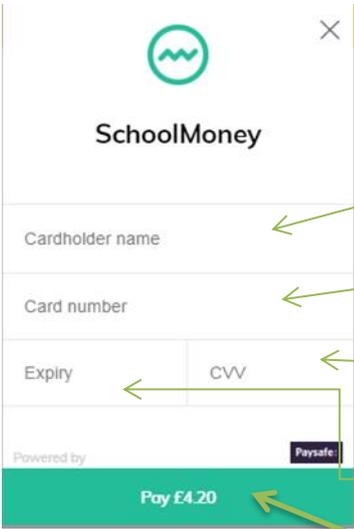
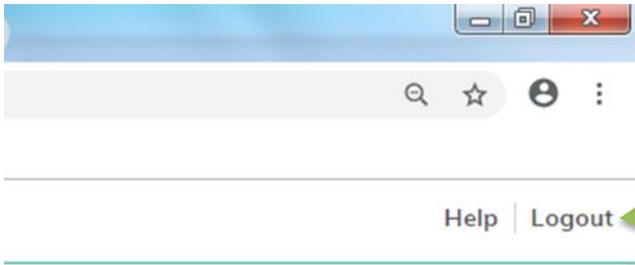


	Parents' guide: How to use School Money	
Steps	Image	What to do
1		<p>Search 'School Money' on Google and click on the first hyperlink.</p> <p>Or click the link sent to you on the text message from school.</p> <p>It should say <b>Eduspot</b> next to the link</p>
2		<p>This is the screen you should see. Click on the blue 'sign in' button in the <b>top right corner</b>.</p>
3		<p>On the drop down list, select '<b>schoolmoney parent login</b>' at the bottom.</p> <p>This link should always be used when parents are making payments to school</p>
4		<p>The website then asks for your login details.</p> <p>This is the <b>mobile number</b> you gave to the school.</p> <p>The same <b>email address</b> you gave to the school</p> <p>The <b>password</b> is sent to you, at the end of the text message (you can see the office to request a password if you don't have one)</p> <p><b>Child's first name</b> is the first name of your child, without the surname.</p> <p>Click '<b>go</b>' once you have filled all details.</p>

5		<p>This screen should be displayed. There is usually a list of what you need to pay for first. This could be breakfast club, other after school clubs, school lunches, or trip payments.</p> <p>You have to click on the <b>green plus button</b> next to whichever payment you wish to make, you can make multiple payments at once by clicking more green boxes.</p>
6		<p>On the left hand side of your screen, there is a small menu displaying different options.</p> <p>You are able to make extra payments under this tab if you want to pay in advance.</p> <p>Some trips may require parental consent before you pay, make sure you click <b>yes</b> to this if you are allowing them to go.</p> <p>You can also look at the <b>history</b> of payments you have made if you click on this link.</p>
7		<p>All payments will move here on the right hand side, into your <b>basket</b>; the total you have to pay will be presented.</p> <p>You can make a payment by clicking on this button.</p>

8		<p>This is what it should look like before you make a payment; there will be a list of individual costs.</p> <p>The total to pay is displayed here.</p>
9		<p>This is the final step; <b>making the payment.</b></p> <p>The <b>same name</b> as shown on the debit/credit card.</p> <p>The <b>16-digit card number</b> on the front of the card.</p> <p>This is the <b>last 3 digits of the security code</b> on the back of the card.</p> <p>The <b>expiry date</b> is on the <b>bottom right corner</b> of the card.</p> <p>Click <b>pay</b> once completed.</p>
10		<p>Once the payment has gone through, you can exit the website by clicking <b>log out</b> in the top right hand corner.</p>