



Presentation College

Carlow

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Online School Payment Facility



We have introduced a facility with Easy Payments Plus (EPP) to allow you to pay school expenses securely online with your debit or credit card.

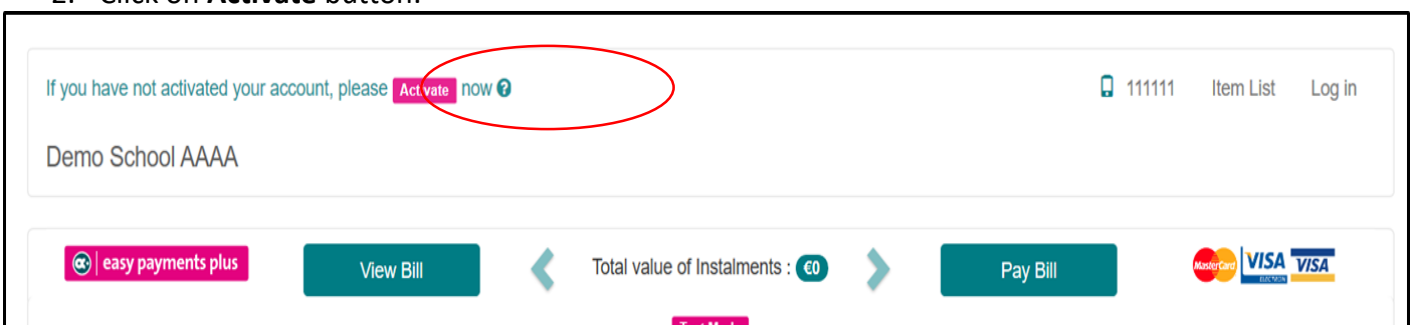
*****We would encourage ALL parents to avail of this facility*****

ACTIVATION – PLEASE ACTIVATE YOUR ACCOUNT AS PROMPTLY AS POSSIBLE:

- Click on the Online Payments button on the school's website www.presentationcollegearlow.com (Top right-hand side on homepage)
- Select **Activate Account** on the menu at the top of the screen.
- You are asked for YOUR mobile phone number and YOUR surname.
- You will then receive an activation code via text message to your phone.
- Input this code together with your preferred email address and a password to activate your account.
- You can then use this email address and password to login and make payments.

How does a parent activate their account?

1. Go to the school's website.
2. Click on **Activate** button.



3. Input mobile number and surname (as per the school's records)

Please enter your details below.

An activation code will be sent to your phone.

Please use this code on the next screen to activate your account.

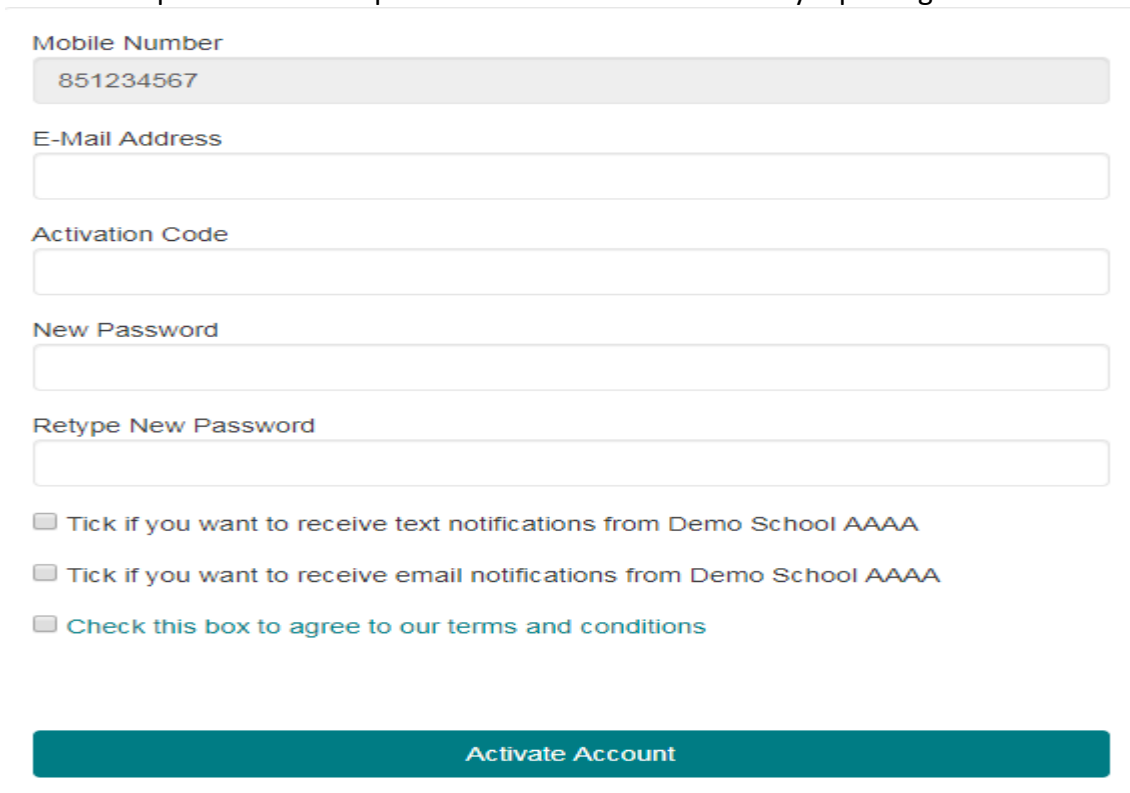
Mobile Number
+353

Surname

Request Account Activation

4. Easy Payments Plus will try to match the above data against the school's EPP database. If a match is successful, then the parent will be texted a code to their mobile phone.

5. The parent then completes their account activation by inputting the data on the screen below:



The form is titled 'Account Activation' and contains the following fields and options:

- Mobile Number:** A text input field containing the number '851234567'.
- E-Mail Address:** An empty text input field.
- Activation Code:** An empty text input field.
- New Password:** An empty text input field.
- Retype New Password:** An empty text input field.
- Tick if you want to receive text notifications from Demo School AAAA
- Tick if you want to receive email notifications from Demo School AAAA
- Check this box to agree to our terms and conditions
- Activate Account:** A large teal button at the bottom of the form.

PAYMENT

- Go to the school's website and select the Online Payments button.
- Login using the email address and password you input during account activation.
- Follow the instructions to select the item(s) to pay and enter your card details.
- You will receive a receipt via email for every payment you make.
- From then on you can login to your account at any time and look at payments you have made and any instalments you have set up.

SECURITY

- All payments are processed using SSL (Secure Socket Layer) technology, which ensures the security of the transaction as it is being processed.
- All payments are processed by a PCI (Payment Card Industry) compliant payment processor, which ensures all card holder's data is managed securely.
- Easy Payments Plus has updated its policies, processes and procedures to ensure that student data is held in a GDPR compliant manner.