



Online Payments

User Instructions

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1. **Connect to the Online Payments website**

- Load your Internet browser (*this might be Internet Explorer or Mozilla Firefox*).
- To allow you to use the Horbury Academy Online Payment website you **must** have 'cookies' enabled. (A cookie is a file that is stored on your computer. It contains the address of the Web site and codes that your Internet browser sends back to the Web site each time you visit a page there. Cookies do not usually contain personal information.) You only have to carry out this procedure once. The following website gives instructions on how to enable cookies in your web browser: <http://www.google.com/cookies.html>
- After you have enabled cookies, enter the website address www.horburyacademy.com and follow the Quick Links to On-line Payments
- Click on Create New Account
- Enter a user name and password. The user name must be a valid email address
- Enter the Online link code that has been supplied in a personalised letter by Horbury Academy. You will be provided with an Online link code for each child you have at Horbury Academy but should enter only one at this stage as the others will be entered within the website. If you do not have a personalised letter, please use the contact details at the back of this guide.
- Enter your billing address details (these need to match the address on the credit/debit card that will be used for making online payments).
- Click on Confirm.
- Login with your email address and password
- The **items** available to purchase for your child will be displayed.

2. **Select a student**

Your child's name is displayed on the screen. If you wish to make a payment against a sibling, select them from the **Current pupil** drop down box.

To add a sibling see section 6 View/amend your account details.

3. ***Make your purchases***

To navigate to the item you want to make a payment against, either use the Quick Links on the right hand side of the screen or scroll down to relevant item. You can also collapse and expand the item groups to view

a. Account payments

Account payments are used to top up funds to pay for dinner money, cashless cafeteria, breakfast and extra curricular clubs (if applicable). These will not be displayed if they are not available to your child.

Account payments display your child's current **Dinner money account balance** and top up facility and your child's current **Pre-payment account balance** and top up facility.

- **Dinner Money payments**
To make a Dinner money account top-up, enter an amount in the **Enter top-up amount** field. Click on **Add to Basket**. This will appear in your basket (top right hand side)
- **Account payments**
To make a Pre-payment account top-up (for cashless cafeteria, breakfast and extra curricular clubs), enter an amount in the **Enter top-up amount** field. Click on **Add to Basket**. This will appear in your basket (top right hand side)
- Click on **View History** to display all Account payments history made using Internet, cash or cheque for **Dinner Money** or **Pre-payment account**.

View Dinner Money account history

- Displays history of **Child meal payments** made online or in the Academy.
- Shows number of meals taken, total cost and current balance.
- **School dinners calendar** views your child's dinner history.

View Pre-Payment Account

- Displays history of **Account deposit** payments made online or in the Academy.
- **Payment on account** displays what your child has spent.

b. Other Items

- Click on **Other Items** to display any services or products offered by Horbury Academy.
- To make a payment select **Quantity** using the drop down box. If applicable, enter an amount in the **Unit Price. Total Price** for this item will be displayed.
- Click on **Add to Basket**. This will appear in your basket (top right hand side).

c. Trip/Event payments

- Click on **Trips/Events** to display ones that your child is currently selected for, together with amounts **Owing** and **Paid**. Trip/event payments will not be displayed if they are not available to your child.
- Some **Trips/Events** may have (Optional) next to them. These are for events your child is eligible to attend if you would like them to.
- To make a trip/event payment, enter an amount in the **Enter payment amount** field. Click on **Add to Basket**. This will appear in your basket (top right hand side).
- Click on a trip name to view details of the trip including any relevant notes entered by Horbury Academy. There is also a **Trip check boxes** to allow you to give permission, on line, for your child to attend a trip. Click **Save** to save any changes made on this screen.
- Click on **View History** to display all payments made against this trip using the Internet, cash or cheque.

4. Proceed to checkout

- Click on **Checkout**. The contents of **Your Basket** will be displayed.
- Click on **Edit** to edit items selected for purchase, if required.
- Click on **Back** to continue shopping.
- Click on **Checkout** to place the order and enter the payment details.

5. Enter payment and contact information

a. Billing address

The **Billing Address** should match the details entered on sign-in. Change any information if necessary.

The address must match the billing address for your credit/debit card. Emails will be sent to the email address entered to:

- Confirm payment by Bank.
- Confirm order and items purchased.

- Click on **Place Order**.

b. WorldPay Secure Payment Page

The **WorldPay Secure Payment Page** is displayed.

- Select your payment method.

WorldPay

Help FAQs Security

Secure Payment Page

This payment page has been created by WorldPay for the supplier. Please review your purchase details, then select a card or payment to proceed to the next page.

Description Your purchases
Amount £155.20

Select your payment method

MasterCard Visa DELTA VISA VISA JCB
MasterCard Visa Visa Delta Visa Electron Visa Purchasing JCB

Solo Maestro UK

Cancel

MasterCard SecureCode
www.mastercard.co.uk/securecode

KNOWING THAT NO-ONE ELSE IS USING YOUR CREDIT CARD ONLINE

payments powered by WorldPay WorldPay is part of the Royal Bank of Scotland Group. For help with your payment visit the: WorldPay Help.

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- Enter your **Card Details**.
- Click **MAKE PAYMENT**.

Card Details

You must fill in fields marked with *

* Card number 012345678910
Security code 999
* Expiry Date 03 2013
* Cardholder's Name James Smith

START AGAIN
CANCEL PURCHASE
MAKE PAYMENT

Refunds and Returns
For more information visit our [refund and returns policy](#).

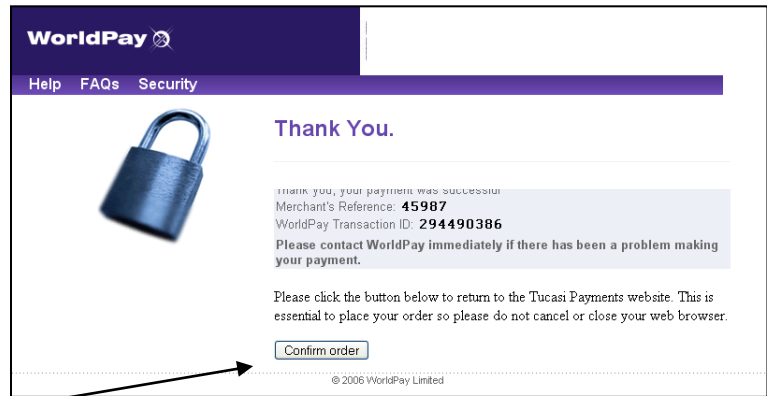
payments powered by WorldPay WorldPay is part of the Royal Bank of Scotland Group. For help with your payment visit the: WorldPay Help.

The payment is processed.

You must click on **Confirm order** to complete the transaction.

Do not cancel or close your web browser.

You must click on **Confirm order** to complete the transaction.



Your order will be displayed.

You will receive email confirmation to the address provided by you:

1. to confirm the payment from your bank.
2. to confirm the items purchased.

6. *View/amend your account details*

- Click on **Your Account**.
- Your child's **Order History** is displayed.
- Click on an **Order Number** to display the details of that order.
- Click on **Addresses** to view/amend the Billing Address details.
- Click on **Email/Password** to amend the account login information.
- Click on **Pupil Settings** to set the daily spend limit for your child for cashless catering.
- Click on **Link Account** to link Sibling accounts. Each child is issued with an Online link code, enter this code and click on link account.
- Click on **Logout** to exit the Online Payment system or select **Logout** at the top right of the screen.

7. *Forgotten your password?*

- Load your web browser and follow the Quick Links to On-line Payments from www.horburyacademy.com
- On the log in screen select **Reset Password**.
- Type in your current email address.
- You will receive an email with your password details.

OR

- Contact the Finance Department at Horbury Academy and they will reset your password.

**For further enquiries, or to cancel an Online Payment,
please contact**

**Hazel Parker
Finance Manager
Horbury Academy**

**01924 282751
finance@horburyacademy.com**