

**Welcome to EZPayments our new online cashless payment system, taking the hassle out of school payments! Initially we will be using this App for booking and paying for school meals. If your child is in receipt of free school meals, you will not need to go online to book, however we recommend you still register your details on the App as through time other online purchases will be introduced. We plan to go live for cashless dinners from Monday 12th October. From this date all school meals must be booked online through the app, please.**

**To register:**

1. **Go to the** [**www.ezpayments.co.uk**](http://www.ezpayments.co.uk) **and click on Appropriate Button**
   1. **Google Store for Android**
   2. **Apple Store for iPhone**
2. **Once you have downloaded the App, register by filling out the following details:**

**Username (Please enter this with no spaces)**

**First Name**

**Last Name**

**Email Address (Must be a valid email address)**

**Password \*Please note Username & Password are case sensitive\***

1. **Click on School Name and from the drop down list, select Ballydown P.S**
2. **You will then be required to enter the UPN (Unique Pupil Number) for your child (see below)**
3. **Click on verify and if your UPN is correct, your child’s forename will appear in the box**
4. **Repeat steps 4 & 5 for each child**
5. **Do not click Finish until all children in your family have been registered**
6. **Click in the box to agree to the terms of service**
7. **Finally click ‘sign up’ to finish your registration**

**Once registered, you will be brought to the log in screen.**

**To log in:**

1. **Enter your username OR your email address**
2. **Enter your password**
3. **If you wish the App to remember these details for future logins, click ‘Keep me logged in’ (if you are using a shared or public device please do not click this)**

**Once logged in, you can Top Up your credit and you are ready to go!**

**A full guide to using the App is available on** [**www.ezpayments.co.uk**](http://www.ezpayments.co.uk)**/quick-guide-to-app/**

**Details needed for registration:**

|  |  |
| --- | --- |
| Child’s Name | «Forename» «Surname» |
| Child’s UPN | **«UPN»** |
| Class Group | **«Reg» / «Year»** |