



Easy Payments Plus

Online School Payment Facility

We have introduced a facility to allow you to pay school expenses securely online with your debit or credit card.



*****We ask that ALL parents avail of this facility*****

ACTIVATION – PLEASE ACTIVATE YOUR ACCOUNT AS PROMPTLY AS POSSIBLE:

- Click on the Easy Payments Plus button on the school's website www.naascbs.ie.
- Select **Activate Account** on the menu at the top of the screen.
- You are asked for your mobile phone number and student surname.
- You will then receive an activation code via text message to your phone.
- Input this code together with your email address and a password to activate your account.
- You can then use this email address and password to login and make payments.

PAYMENT

- Go to the school's website and select the Easy Payments Plus 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 setup.

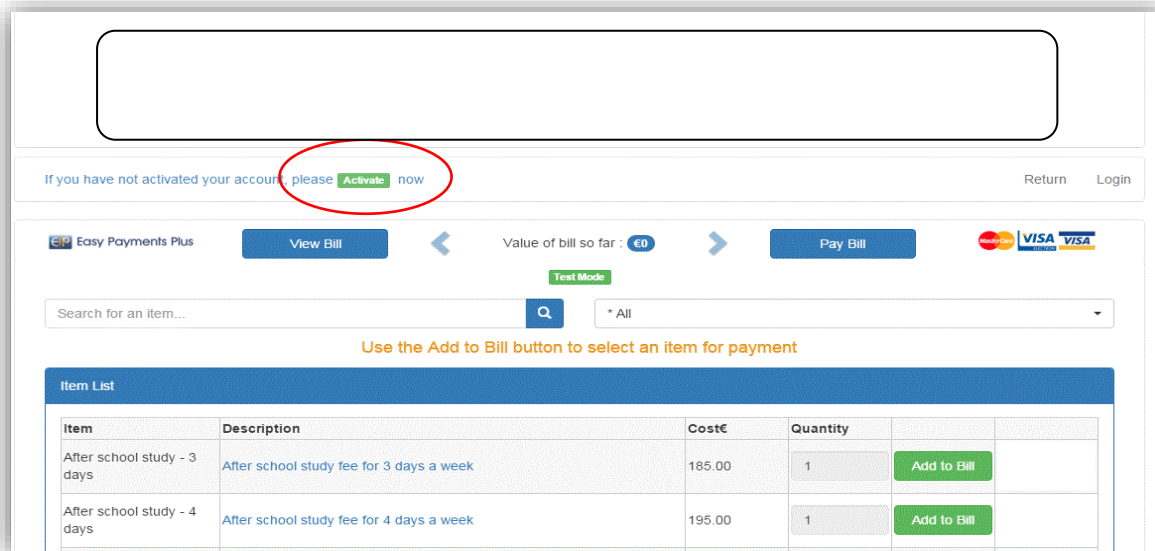
SECURITY

- 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 is fully compliant with GDPR.

If you have any questions please do not hesitate to contact the school.

How to activate your account?

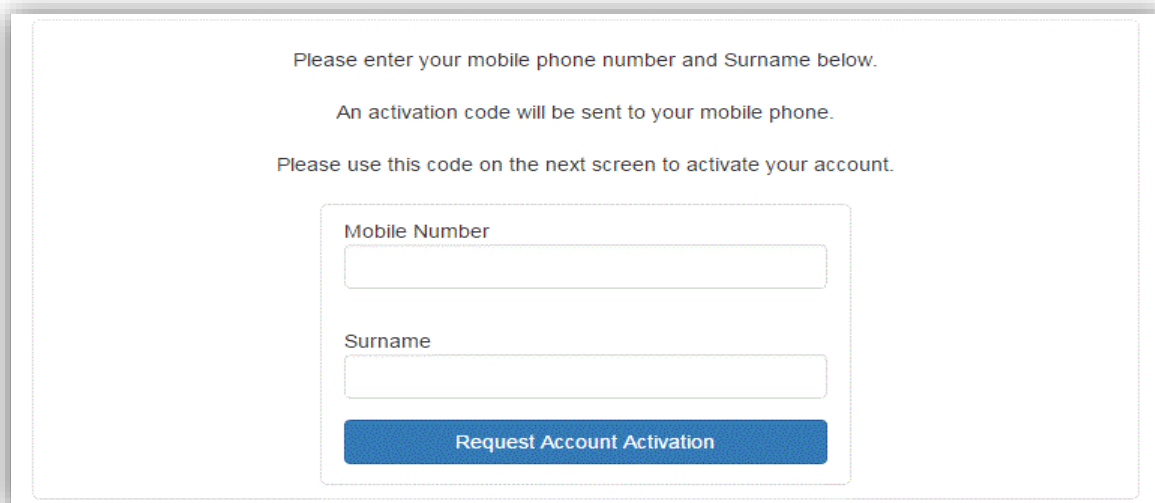
1. Go to the school's website www.naascbs.ie
2. Click Easy Payments Plus icon.
3. Click the **Activate** button in the top left-hand corner.



The screenshot shows the Easy Payments Plus interface. At the top, there is a navigation bar with a search bar and a 'Return' link. Below this, a message reads: "If you have not activated your account, please **Activate** now". The 'Activate' button is circled in red. To the right of this message are 'Return' and 'Login' links. Below the message is a 'Value of bill so far: €0' section with 'View Bill' and 'Pay Bill' buttons. There are also logos for Mastercard, VISA, and VISA. A search bar is present with the text "Search for an item..." and a dropdown menu set to "* All". Below the search bar is a note: "Use the Add to Bill button to select an item for payment". The main content area is titled "Item List" and contains a table with two items:

Item	Description	Cost€	Quantity	
After school study - 3 days	After school study fee for 3 days a week	185.00	1	<input type="text"/> <input type="button" value="Add to Bill"/>
After school study - 4 days	After school study fee for 4 days a week	195.00	1	<input type="text"/> <input type="button" value="Add to Bill"/>

4. Input **parent/guardian mobile number** (the number which usually receives texts from the school) and **student surname** (as per the school's records).



The screenshot shows a form for account activation. It contains the following text and fields:

Please enter your mobile phone number and Surname below.

An activation code will be sent to your mobile phone.

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

Mobile Number

Surname

5. 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.** If a match is unsuccessful please contact the school.

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

The screenshot shows a form for account activation. It contains the following elements:

- Mobile Number:** A text input field containing the number 0872856490.
- 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.
- Notification Preferences:** Three checkboxes, each with a blue 'ON' label and a white input box. The first checkbox is checked. Below each checkbox is a label: 'Tick if you want to receive text notifications from Demo Account Secondary Schools', 'Tick if you want to receive email notifications from Demo Account Secondary Schools', and 'Select if you want to receive news and offers from Easy Payments Plus'.
- Activate Account:** A large blue button at the bottom of the form.

- When paying for fees online please scroll through the list of fees to find items relevant to your son.
- The fees due will vary for each student depending on year and subject choice. Some items have explanatory notes attached for further information.
- Please contact us if you have any queries.
- Fees can be paid online from Monday 13th August 2018 on our website www.naascbs.ie