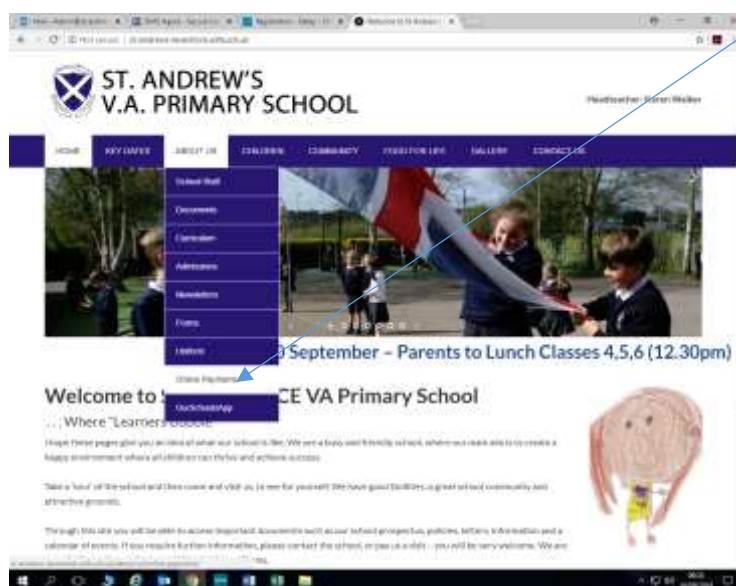


SETTING UP YOUR PAY360 EDUCATION PAYMENTS ACCOUNT

To register for Pay360 Education Payments for the first time (or re-set your account)

Go to the school website www.st-andrews-laverstock.wilts.sch.uk (About Us – Online Payments):-



Click on **REGISTER**.

Use your existing **Microsoft, Twitter or Facebook log on** to sign in.

When prompted, **enter the Invitation Code** you have been given by school.

You will then have to provide some security information (e.g. date of birth and memorable questions) to finish setting up your account.

Once you are registered, you can visit Pay360 Education Payments in future by going into the website (as shown above), clicking on SIGN IN and entering the information (eg email address and password) that you registered with.

Troubleshooting: A couple of parents have experienced a registration delay and have been unable to finish setting up their accounts. Should this be the case, please look out for an email from noreply@capita.co.uk (check spam/junk mailboxes) which will give you a link to complete the registration. If this does not arrive or you experience any other problems, please contact the School Office (admin@st-andrews-laverstock.wilts.sch.uk) so we can look into this for you.