

INTERNET PAYMENTS

GUIDE FOR PARENTS

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1. **Connect to the Internet payments website**

- Load your Internet browser (*this might be Internet Explorer or Mozilla Firefox*).
- To allow you to use the College Internet Payment website you **must** have 'cookies' enabled. If you have trouble accessing the website you may need to enable 'cookies' using the information below. You will only need to follow this procedure once.

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. 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 supplied by the College – www.barton-peveril.ac.uk

Entering for the first time

- Click on Create New Account
- Enter a user name and password. The user name must be a valid email address
- Enter the Student Link Code that has been supplied by the College. You will be provided with a Student Link Code for each child you have at the College, but should enter only one at this stage as the others will be entered within the website.
- 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 **Accounts payment** screen for your son/daughter is displayed.

2. **Select a student**

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

3. *Making a Payment*

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. **Trip payments**

Trip payments will only be displayed if they are applicable to your son/daughter.

Some Trips may have (Optional) next to them. These are for events your son/daughter is eligible to attend if you would like them to.

- Click on the trip that wish to make payment for
- To make a 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 the College. Depending on College procedure, it may also include **Trip check boxes** to allow you to give permission, on-line, for your son/daughter 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 when you created a new account. 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
Solo Maestro UK

Cancel

MasterCard SecureCode
www.mastercard.co.uk/securecode

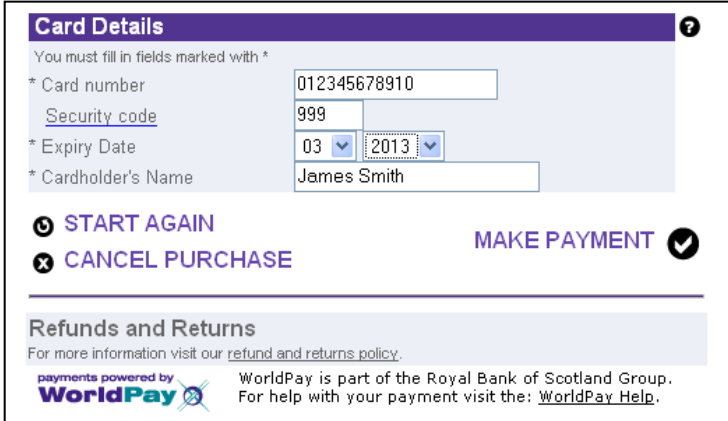
KNOWING THAT NO-ONE ELSE IS USING YOUR CREDIT CARD ONLINE

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

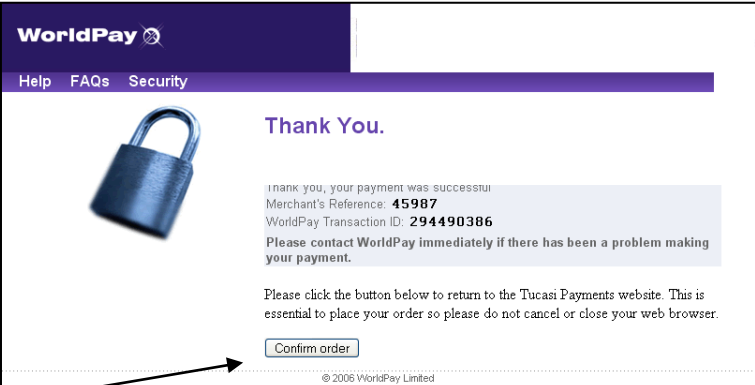
WorldPay is part of the Royal Bank of Scotland Group. For help with your payment visit the: [WorldPay Help](#).

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.



WorldPay

Help FAQs Security

Thank You.

Thank you, your payment was successful.
Merchant's Reference: **45987**
WorldPay Transaction ID: **294490386**
Please contact WorldPay immediately if there has been a problem making your payment.

Please click the button below to return to the Tucasi Payments website. This is essential to place your order so please do not cancel or close your web browser.

Confirm order

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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 son/daughter'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 **Logout** to exit the Internet payment system or select **Logout** at the top right of the screen.

7. *Forgotten your password?*

- Enter the website address supplied by the College – www.barton-peveril.ac.uk
- On the login screen select **Send Password**.
- Type in your current email address.
- You will receive an email with your password details.

**For further enquiries, or to cancel an Internet payment,
please contact the Finance Department at the College 023 8036 7209.**