

Information required for making an online payment

- Pupils Scottish Candidate Number (School meals only). SCN cards have already been distributed to parents/guardians.
- Pupils Registration Class (School events and payments excluding school meals).
- Pupils Date of Birth (format **DDMMYY**)
- Pupils Name
- Pupils Address
- Pupils Postcode
- Amount of Payment
- Card Details

Step 1

Please select **Miscellaneous Schools** from the items list.

Falkirk Council - Main Menu - Windows Internet Explorer provided by Falkirk Council

https://p.e-paycapita.com/AIP/itemSelectionPage.do?link=showItemSelectionPage&siteId=162&languageCode=EN&source=AIP

File Edit View Favorites Tools Help

Favorites

Falkirk Council - Main Menu

Falkirk Council

Information & Payment Help

Welcome to the Capita Software Services 24 hour secure Internet payments service. You may make a variety of payments using this secure site with most major credit or debit cards.

Please select a service you wish to pay for from the following list:

Items

- Council Tax
- Rents
- Rates
- Sundry Debtors
- Miscellaneous Payments
- Miscellaneous Schools

Security Information

All online card payments are protected by Secure Socket Layer (SSL) with an encryption key length of 128 bits, which is the highest level commercially available. Your payment card details are directly processed by the Payment Management Division of Capita Software Services, a leading provider of secure online payments services to local government, and are not collected nor accessible by the Council.

Capita Software Services' online payment management solutions are independently and rigorously security assessed, and are certified by Visa and MasterCard as a Payment Card Industry Data Security Standard (PCI DSS) Level 1 payment processor. Further information about this payment card security standard can be found at https://www.pcisecuritystandards.org/security_standards/pci_dss.shtml

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Step 2

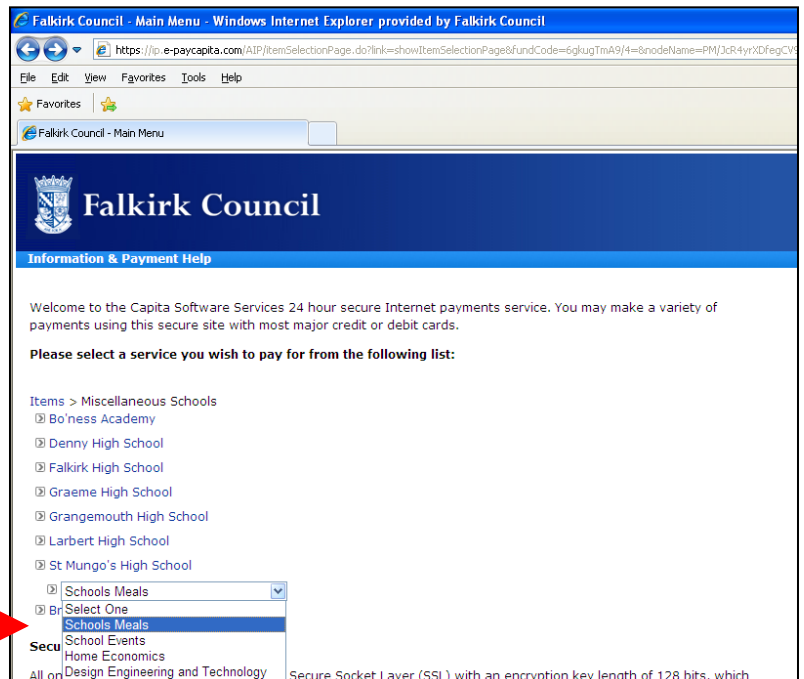
Select **St Mungo's High School** from the list.



Step 3

Select payment type from the drop down menu.

- Select **School Meals** to add money into pupils lunch card.
- Select **School Events** to make payment for trips and other activities.



Step 4

Enter requested details. Fields mark * are mandatory.

Falkirk Council - Data Entry - Windows Internet Explorer provided by Falkirk Council

https://p.e-paycapita.com/AIP/dataEntry.do?link=showDataEntryPage&requestId=gdgrgtgg5m0e1c160k87v4oix6qju

Falkirk Council

Information & Payment Help

Payment Schools Meals

ScottishCandidate No *

Date of Birth DDMYY *

Pupil's Name *

Pupil's Address 1 *

Pupil's Address 2

Pupil's Address 3

Pupil's Address 4

Pupil's Postcode *

Amount £

If you wish to send a message with your payment, please use the message box below.

Message Box (maximum 50 characters)

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Click on **Continue**.



Step 5

To add another payment, click on **return to Payment Menu** and repeat the process to make additional payment. You can also amend the payment details or remove payment from the list.

Or click on **Continue** to proceed to making payment.

(Please go to **Step 7** to proceed to payment page).

Falkirk Council - Basket - Windows Internet Explorer provided by Falkirk Council

https://p.e-paycapita.com/AIP/multiItemsAction.do?link=addToCart&requestId=gdgrgtgg5m0e1c160k87v4oix6qju

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Information & Payment Help

Payment For	Reference	Account Name	Amount	
St Mungo's High School - Schools Meals	See Tran-ID	Caitlin Phee	£2.00	Amend Remove
Total Amount			£2.00	

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Step 6

Please make sure you also enter the name of the event you are making payment for, in the message box.

Click on **Continue** once the details have been entered.

Falkirk Council - Data Entry - Windows Internet Explorer provided by Falkirk Council

https://ip.e-paycapita.com/AIP/dataEntry.do?link=showDataEntryPage&requestId=gdgrgtlgp5m0ejc160k87v4oiv6qju

Falkirk Council - Data Entry

Falkirk Council

Information & Payment Help

Payment

Name of Event *

Date of Birth DDMYY *

Registration Class *

Pupil's Name *

Pupil's Address 1 *

Pupil's Address 2

Pupil's Address 3

Pupil's Address 4

Pupil's Postcode *

Amount £

School Events

Name of Trip

If you wish to send a message with your payment, please use the message box below.

Message Box (maximum 50 characters)

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Once all payments have been entered, click on **Continue**.

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Information & Payment Help

Payment For	Reference	Account Name	Amount	
St Mungo's High School - School Meals	See Tran-ID		£10.00	Amend Remove
St Mungo's High School - School Events	See Tran-ID		£45.00	Amend Remove
Total Amount			£55.00	

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Step 7

Enter your card details and the email address you would like your receipt to be sent to.



Falkirk Council Payments - Windows Internet Explorer provided by Falkirk Council

https://sbs.e-paycapita.com/portal/PortalServlet

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Please note that credit card payments are limited to £16,000. No limit is applied to debit card payments.

Card Details

Maestro MasterCard VISA VISA VISA

All fields marked * are mandatory

Amount £2.00

Card Number*

Card Holder Name*
Caitlin Phea

Expiry Date*

Issue Number

Start Date

Please enter the 3 digit security code printed on the back of your card

Security Code*

Please enter a valid e-mail address if you would like to receive an electronic receipt for your payment

E-Mail Address

Confirm E-Mail Address

Continue Back Reset

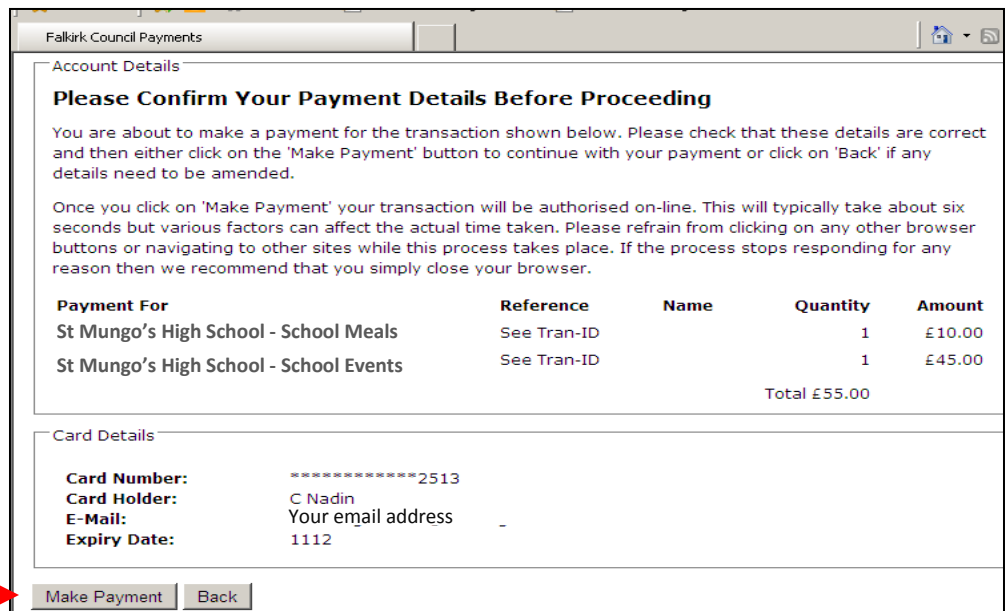
Note: Clicking on the links below will open a new browser window

MasterCard SecureCode. Verified by VISA Trustwave Trusted Commerce Click to Validate

Then click on **Continue**.

Step 8

Check the details of your payment and select **Make Payment**.



Falkirk Council Payments

Account Details

Please Confirm Your Payment Details Before Proceeding

You are about to make a payment for the transaction shown below. Please check that these details are correct and then either click on the 'Make Payment' button to continue with your payment or click on 'Back' if any details need to be amended.

Once you click on 'Make Payment' your transaction will be authorised on-line. This will typically take about six seconds but various factors can affect the actual time taken. Please refrain from clicking on any other browser buttons or navigating to other sites while this process takes place. If the process stops responding for any reason then we recommend that you simply close your browser.

Payment For	Reference	Name	Quantity	Amount
St Mungo's High School - School Meals	See Tran-ID		1	£10.00
St Mungo's High School - School Events	See Tran-ID		1	£45.00
			Total	£55.00

Card Details

Card Number: *****2513

Card Holder: C Nadin

E-Mail: Your email address

Expiry Date: 1112

Make Payment Back

Step 9

Click on **Select to Print Receipt** to print a copy for your records. Your payment has been successful.



The screenshot shows a web browser window titled "Falkirk Council - Payment Accepted". The page features the Falkirk Council logo and the text "Falkirk Council" in a large font. Below this is a blue navigation bar with the text "Information & Payment Help". A red arrow points to a button labeled "Select to Print Receipt". Below the button is a table with the following data:

Payment For	Reference	Name	Amount
St Mungo's High School - School Meals	See Tran-ID		£10.00
St Mungo's High School - School Events	See Tran-ID		£45.00
Item Total			£55.00

Below the table, there is a section with the following details:

Payment Reference	7MXC-Q93E-2222
Auth Code	271616
Transaction Date	22-03-2012 11:06

At the bottom of the page, there are two buttons: "Return to Falkirk Council Homepage" and "Return to Payment Menu". The footer of the page reads "© 2011 Falkirk Council".