

iPayImpact Parent Guide

Please note that iPayImpact is currently being rolled out across all schools in a phased approach. Over time, more and more events and expenses will be added to the service. Where possible, we would encourage you to pay online. A list of schools using the service can be found here:

<http://www.falkirk.gov.uk/do-it-today/pay/schools/schools.aspx>

To link your child(ren) to make payments on their behalf, you must have an **Account Reference number**, which is a unique number provided to you by your child's school in a letter. This allows you to match your child(ren) to your account.

Signing up

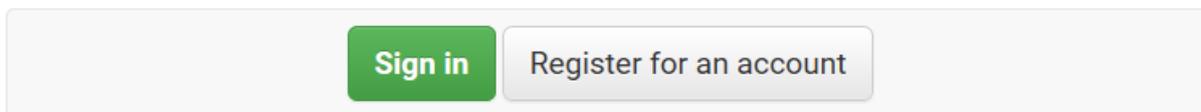
To register for the service pay for school meals and other school expenses, visit:

<http://www.falkirk.gov.uk/do-it-today/pay/schools/>

In order to use the service, you must have a **mygovscot** account. To create one, click on the **Register for an account** option

Sign in with myaccount

To access this service you need to register or sign in with a MyGovScot **myaccount**. This account can also be used to sign in to other Council services, such as **My Falkirk**

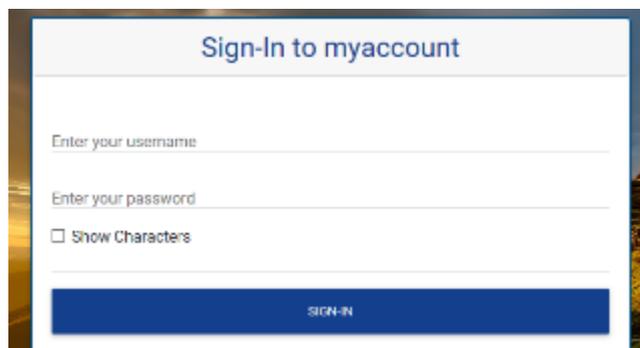


An email will be sent to your chosen email address in order to validate your registration for mygovscot. **Please ensure you have validated your account before proceeding.**

Signing in

Visit the website: <http://www.falkirk.gov.uk/do-it-today/pay/schools/>

Click **Sign in**, then enter your mygovscot account username and password.



If this is your first time using the service, you will be prompted to accept the terms and conditions for iPayImpact.

Link Account

iPayImpact allows you to link multiple children across all Falkirk Council schools using the service. This means that you will only ever need one account, after linking your child(ren) to it.

On first login, you will be prompted with a Link Account screen

Link Account

Please enter the account key of the account you wish to link. You should have received this from your establishment.
Note: it is case-sensitive, so please enter it exactly as indicated on the correspondence.

Account Ref *

Establishment

Link Account

The **Account Ref** will be provided to you in a letter by your child's school when they go live with iPayImpact.

Enter the **Account Ref** into the box (please note that the Reference is case sensitive and must be typed carefully) and click **Find Account and Establishment**. If the establishment is correct, select **Link Account**.

If you have other children in the school, or in another Falkirk school with iPayImpact, you can link them in the **Accounts** menu by selecting **Link a New Account**.

Topping up the Funds/Making Payments to Funds

Please note that children on Free School Meals, will not have to make a payment to the Meal fund, as they are credited with a meal every day.

Now that you have an online account for your child, you can make payments into their Meal fund or other Funds, such as Trip funds that appear. This account allows you to keep track of the balance on the Meal fund or Trip funds and make payments to them.

To top up the Meal fund or a Trip fund, on the **Home** menu you will see the list of funds for each child you have linked to your account, their school, and their current balance.

Meals			
Accounts	Establishment	Balance	Suggested Amount
John Hay	Comely Park Primary School	-06.15	16.15
			<input type="text" value="16.15"/>
			Add To Basket

A **Suggested Amount** box will provide guidance on a top up amount, but you can overtype this with a greater or lesser amount and then click **Add To Basket**.

You can repeat this process for any other child(ren) linked to your account by choosing **Continue Shopping** and repeating the process for another child.

Once complete, click on the Basket icon in the top menu, check the total and **Amend** or **Remove** as required and then select your **Make payment with** method, then **Proceed to Checkout**.

impact ONLINE PAYMENT SYSTEMS **Online Payments**

WARNING - This website is for internal testing only. You cannot buy or pay for goods or services here.

Current Stage 1 2 3 4 Of 4

Amount £16.15

Card Number*

Expiry Date* /

Security Code*

[Continue](#) [Back](#) [Reset](#)

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

[MasterCard SecureCode. Learn more](#) [Verified by VISA learn more](#) [Trustwave Trusted Commercial Click to WakeUp](#)

Pay360

You will be prompted to complete your card information. Once payment has been taken, an email will be sent confirming your purchase and your child's account will be updated. Please allow up to 30 minutes for the new balance to appear.