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

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.

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.

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.