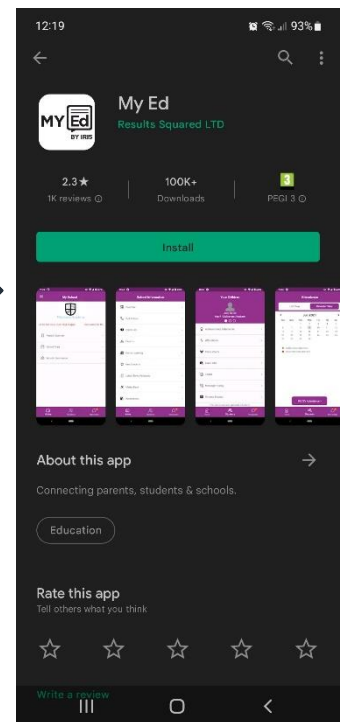
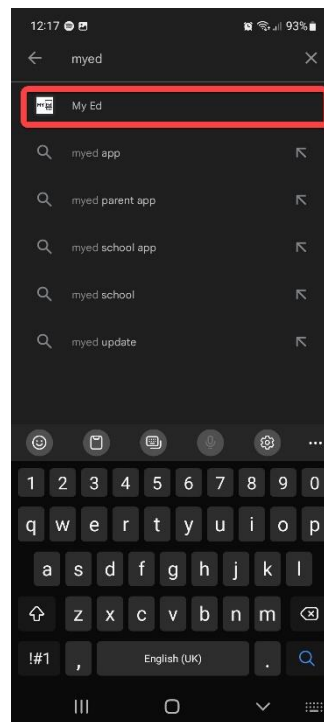
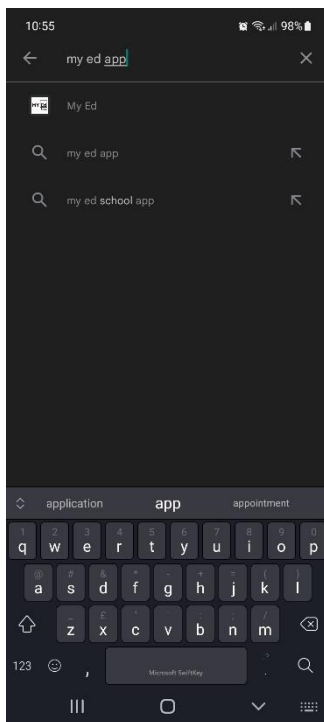


# HOW TO MAKE PAYMENTS USING THE MYED APP

MyED is a free app that provides a communication platform between the school, and parents and carers. Use the app to make payments for school dinners, trips, pieces of uniform, and so on.

## Step 1: Installing and Registering the MyED App

**Note: If you already have the MyED app installed, skip Step 1, and go to Step 2.**

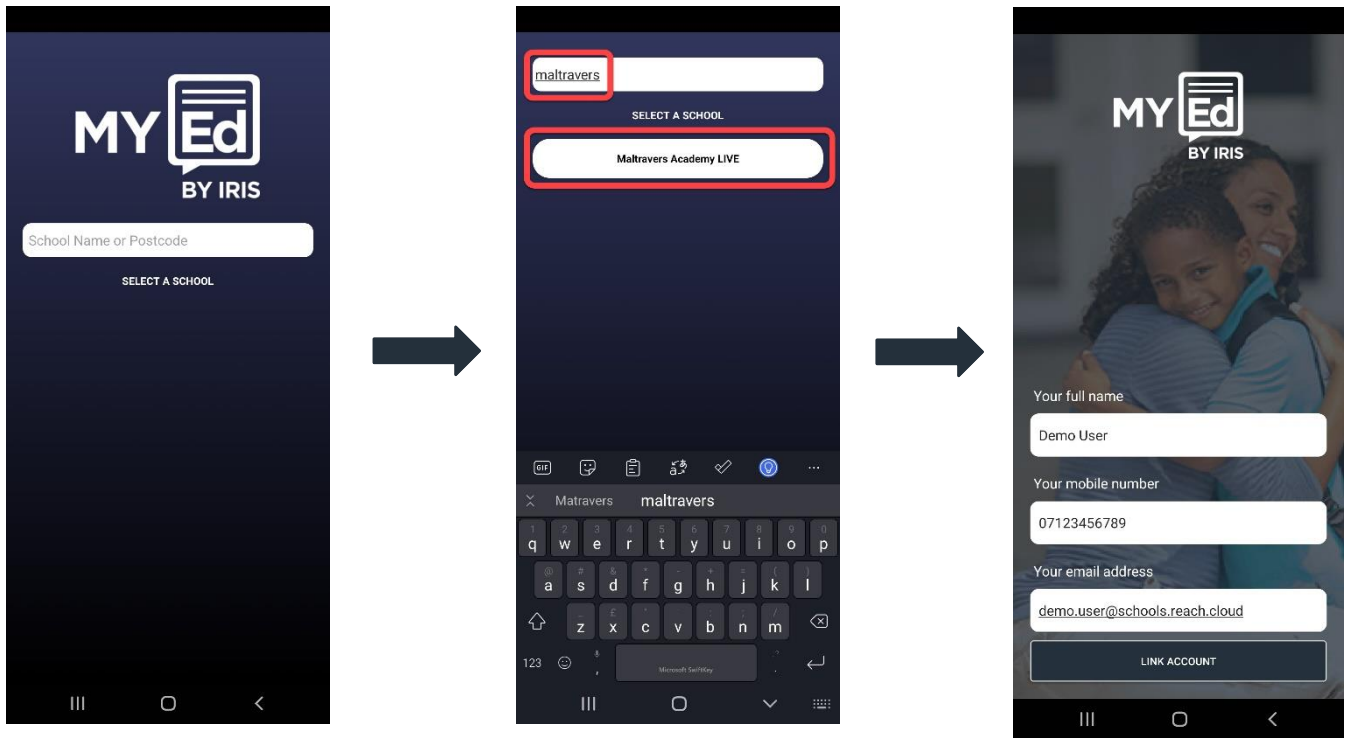


1. Go to the Apple App Store or Google Play app store on your device and search for **My Ed app**.

2. Select **My Ed**.

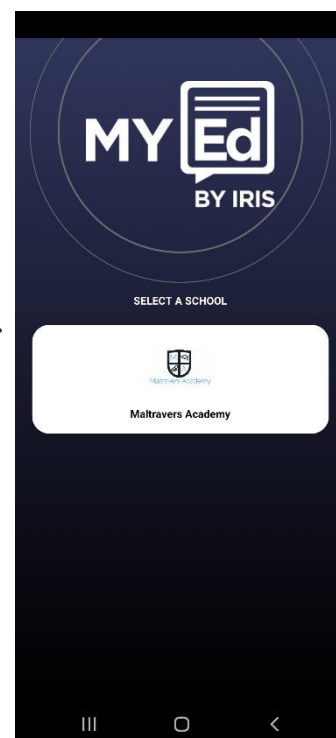
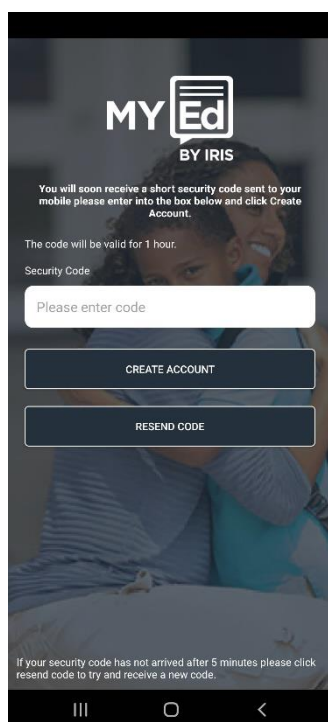
3. **Install** the app.

# HOW TO MAKE PAYMENTS USING THE MYED APP



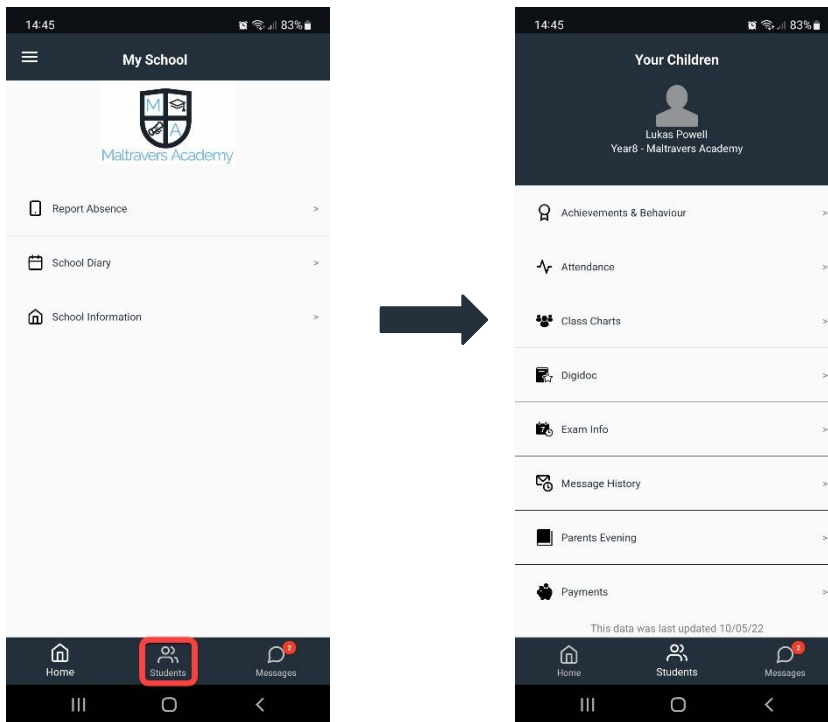
4. Open the MyED app. If prompted, allow notifications to be displayed when receiving messages.
5. Search for and select your child's school.
6. Enter your full name, mobile number, and email address, then select **LINK ACCOUNT**. These must match the details given to the school.

# HOW TO MAKE PAYMENTS USING THE MYED APP



7. You will receive a text message from MyED containing a security code. Enter the code, then select **CREATE ACCOUNT**.
8. MyED checks your entered name, mobile number, and email address held by the school against student data. If a match is found, a connection is made.
9. Select the school.

# HOW TO MAKE PAYMENTS USING THE MYED APP



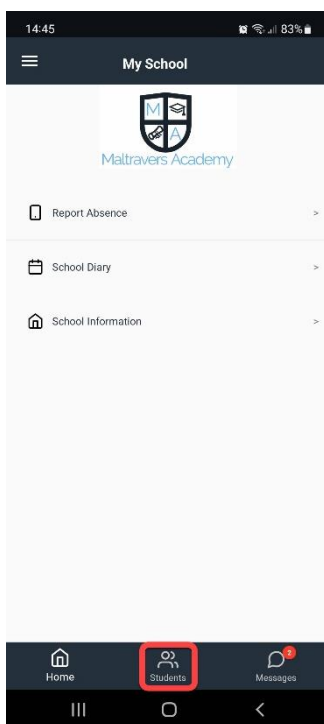
10. Select **Students** to view connected children.

11. All details associated with connected children are available.

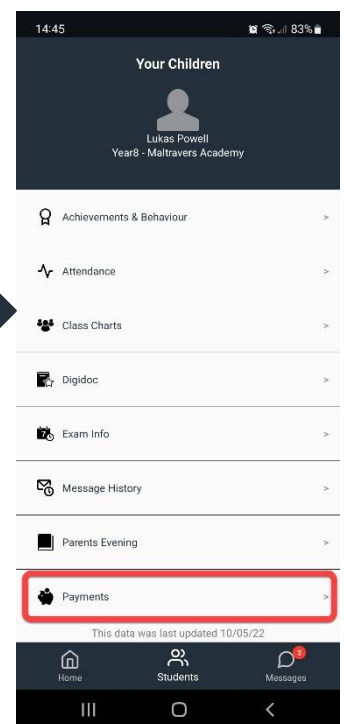
# HOW TO MAKE PAYMENTS USING THE MYED APP

## Step 2: Registering for IRIS PlusPay

**Note: You must wait at least 24 hours after registering with MyED before registering with IRIS PlusPay to allow your records to be created. The following procedure assumes you do not have an IRIS PlusPay account. If you do, skip Step 2, and go to Step 3.**



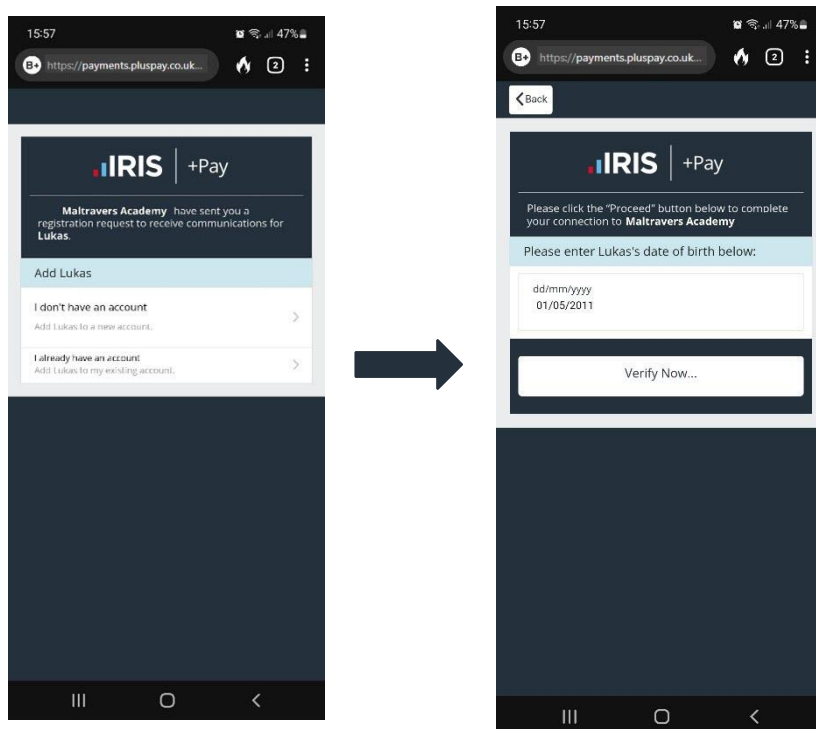
1. Open the MyED app and select **Students**.



2. If you have more than one connected student, select the relevant student.

3. Select **Payments**.

# HOW TO MAKE PAYMENTS USING THE MYED APP



4. If you have an IRIS PlusPay account, select **I already have an account**. If you don't, select **I don't have an account**.

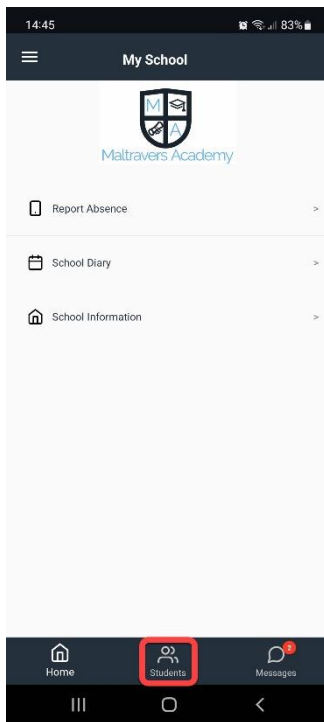
5. You must enter your child's date of birth to verify the school records.  
  
Select the blank date to use the date picker then select **Verify Now....**

6. If setting up a new IRIS PlusPay account, enter your personal details. You are asked to enter and confirm a password for your account.

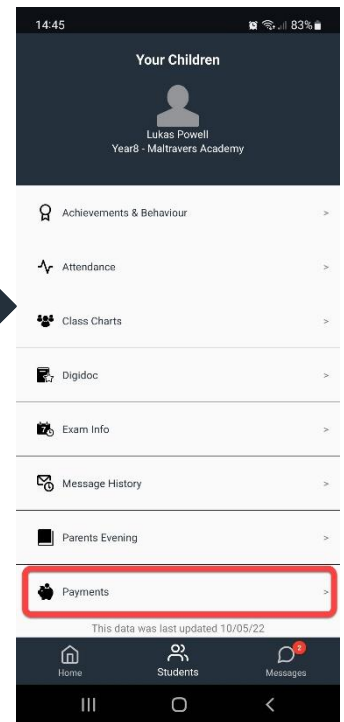
If you already have an IRIS PlusPay account, you are asked to log in.

# HOW TO MAKE PAYMENTS USING THE MYED APP

## Step 3: Top Up a Dinner Money Balance



1. Open the MyED app and select **Students**.

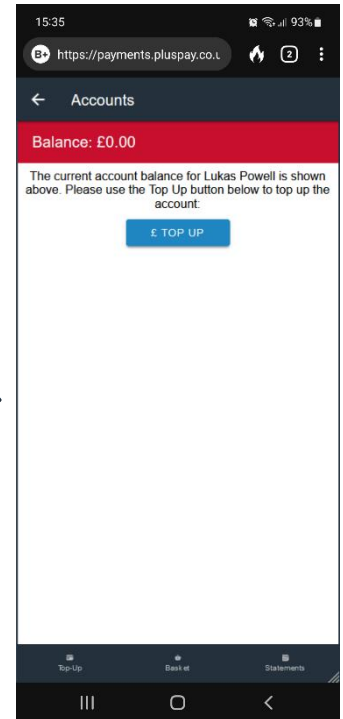
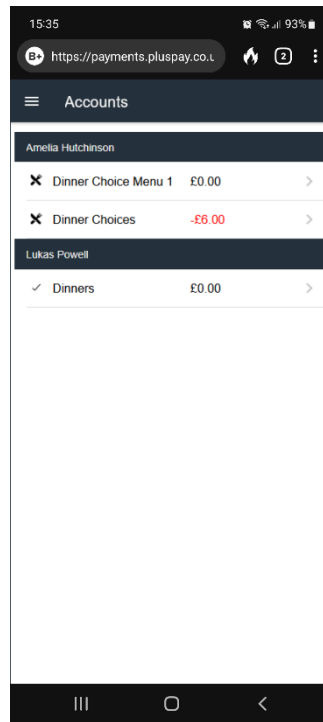
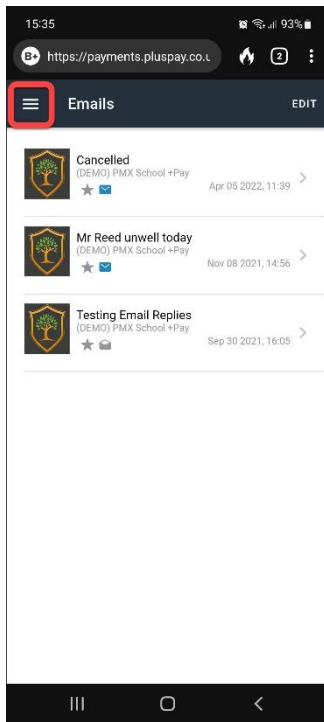


2. If you have more than one connected student, select the relevant student whose dinner money you are topping up.

3. Select **Payments**.

IRIS PlusPay launches in a web browser. Log into your IRIS PlusPay account and select the relevant school.

# HOW TO MAKE PAYMENTS USING THE MYED APP



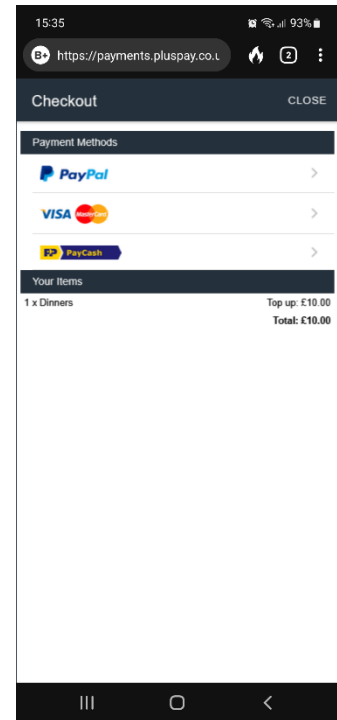
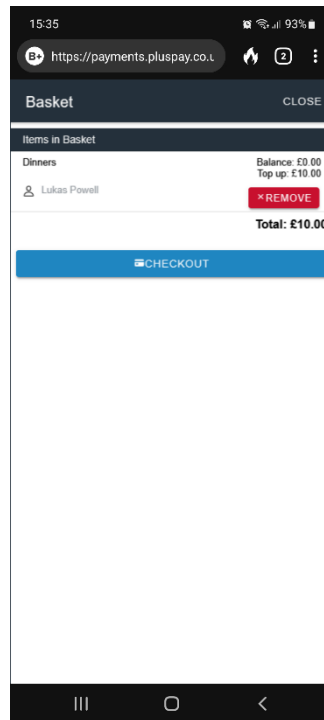
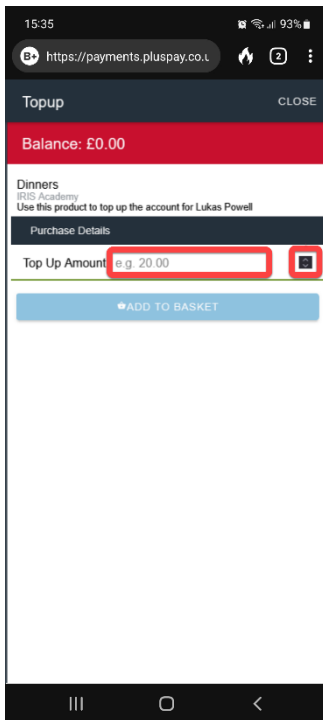
7. Select the menu then **Accounts**.

8. If you have more than one connected student, select the relevant account to top up.

9. Select **TOP UP**.



# HOW TO MAKE PAYMENTS USING THE MYED APP



10. Either enter the amount you want to pay or use the arrows to increase the **Top Up Amount**. Select **ADD TO BASKET**.

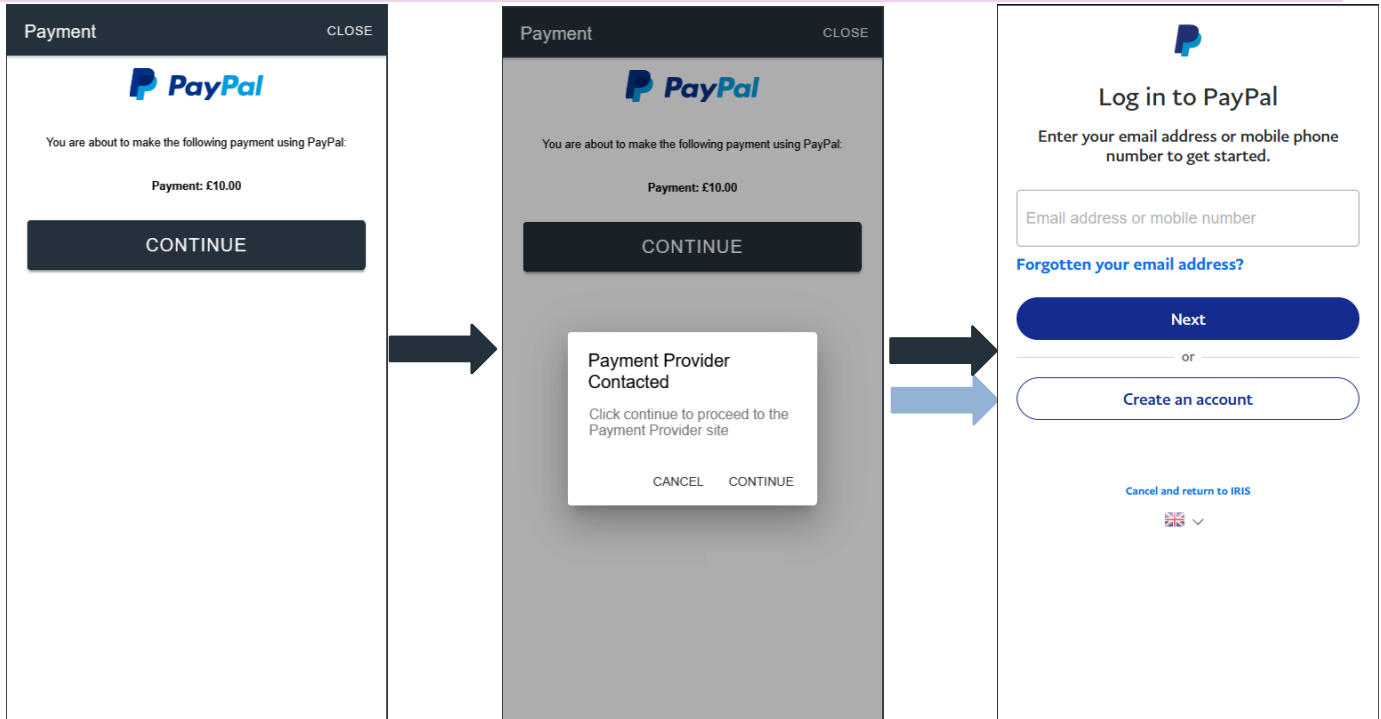
11. Your basket summary is displayed. Select **CHECKOUT** or select **CLOSE** if you want to add more items.

12. Select a payment method then follow the instructions to complete the dinner money top up.

**Note:** Depending on your payment method, this payment shows as the school name or **IRISPay** on your bank statements.

# HOW TO MAKE PAYMENTS USING THE MYED APP

## Using PayPal



Select **CONTINUE**.

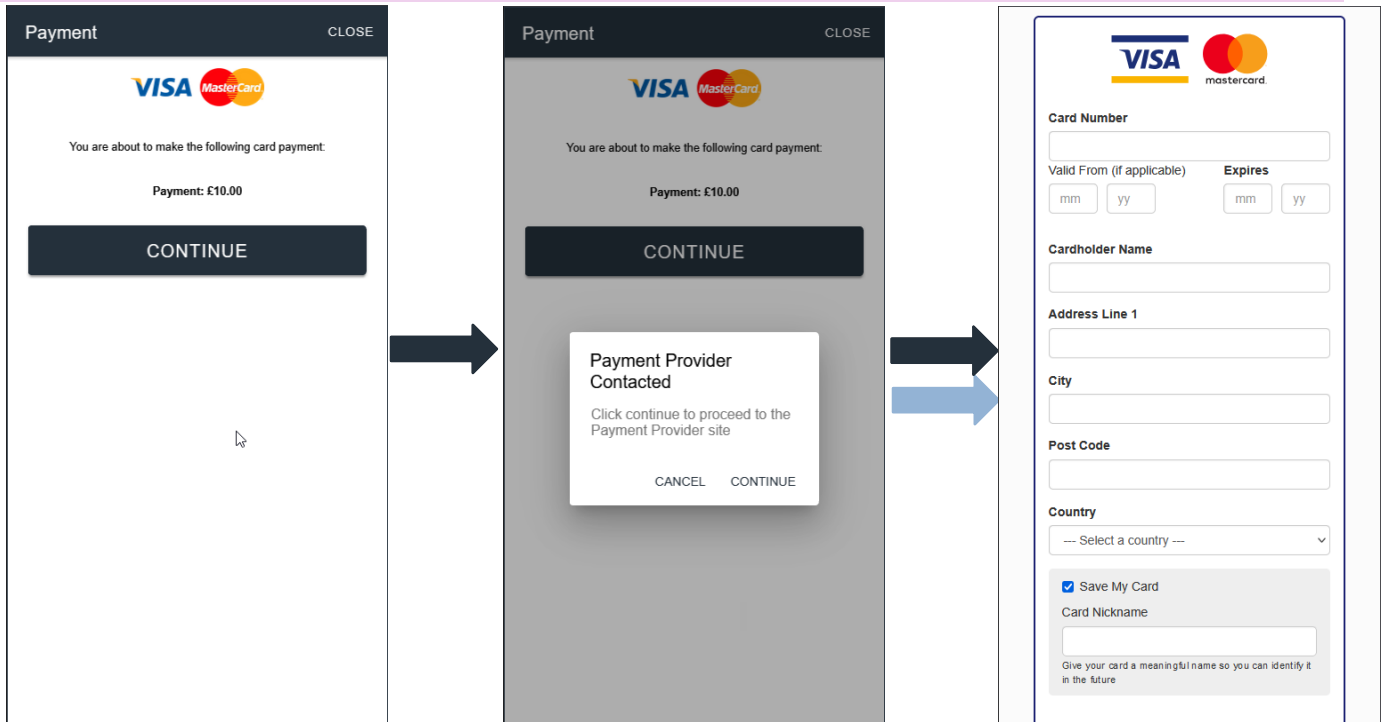
On the **Payment Provider Contacted** message, select **CONTINUE**.

Log into your PayPal account and complete the payment.

**Note:** If the top up amount is not displayed in your IRIS PlusPay account (select **ACCOUNTS**), contact your school.

# HOW TO MAKE PAYMENTS USING THE MYED APP

## Using a Credit Card



Select **CONTINUE**.

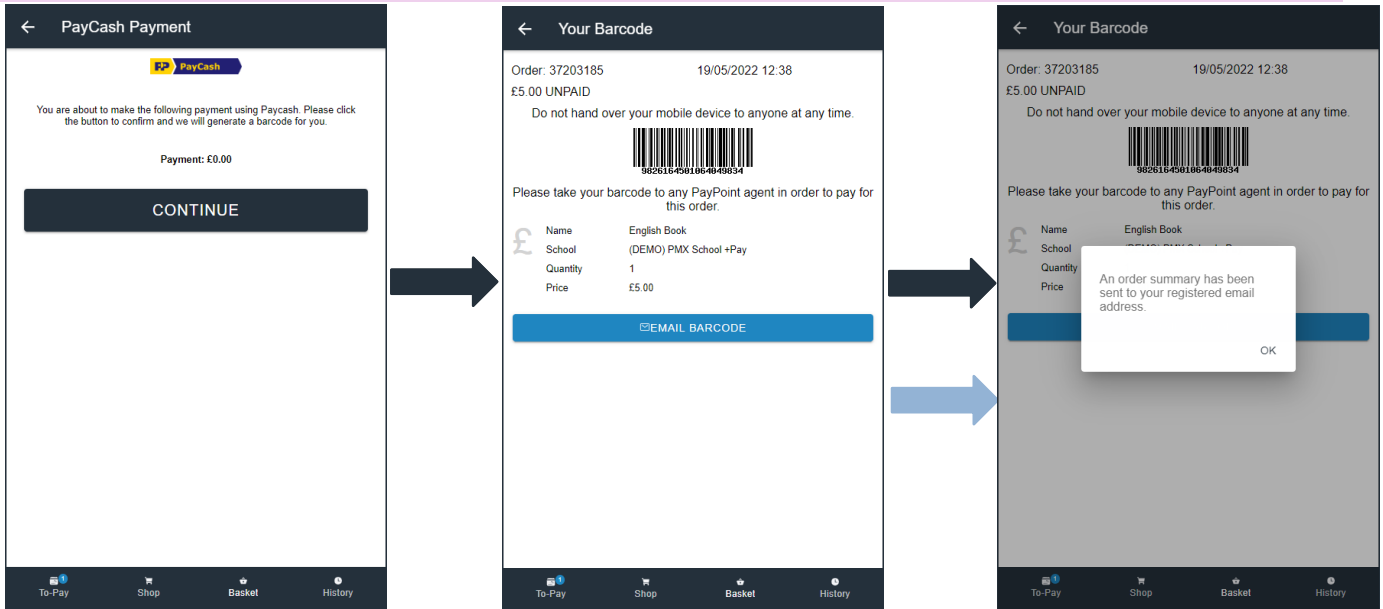
On the **Payment Provider Contacted** message, select **CONTINUE**.

Enter your details, credit or debit card details, and complete the payment.

**Note:** If the top up amount is not displayed in your IRIS PlusPay account (select **ACCOUNTS**), contact your school.

# HOW TO MAKE PAYMENTS USING THE MYED APP

## Using PayPoint



Select **CONTINUE**.

Select **EMAIL BARCODE**.

IRIS PlusPay sends you an email with the barcode for the dinner money top up. To complete payment, take a copy of the email (on your phone or printed out) to your nearest PayPoint store to be scanned. When scanned and payment has been made, you are sent a confirmation email.

**Note:** If the top up amount is not displayed in your IRIS PlusPay account (select **ACCOUNTS**), contact your school.