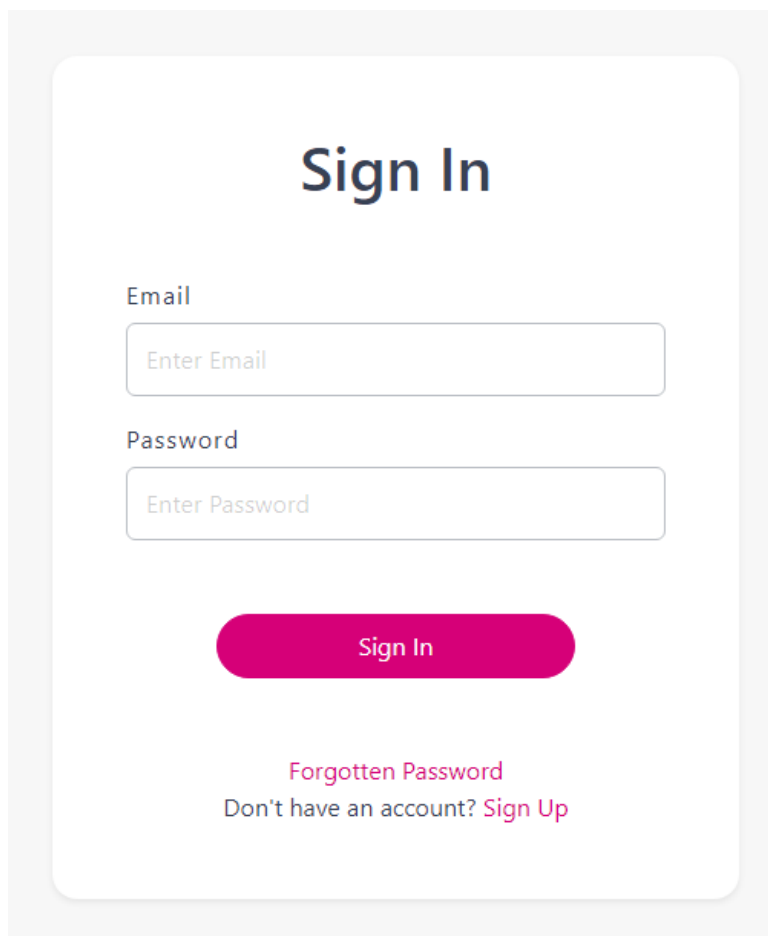
The logo for Payzone, featuring the word "Payzone" in white text on a magenta rounded rectangular background.

Easypayments is migrating to a new payment platform Payzone. Please see below instructions on how to activate your account.

**Activating your account:**

1. Click on the **"Sign In"** button over on the far right of the screen
2. When you reach the sign-in screen, click on the **"Sign Up"** option.
3. Enter the email address associated with the school.  
You will then be prompted to activate this email address.
4. Follow the on-screen instructions to complete the activation process.

A screenshot of a "Sign In" web form. The form is white with rounded corners and is centered on a light gray background. At the top, the text "Sign In" is displayed in a large, dark blue font. Below this, there are two input fields: "Email" and "Password". Each field has a light gray placeholder text that says "Enter Email" and "Enter Password" respectively. Below the input fields is a magenta button with the text "Sign In" in white. At the bottom of the form, there is a link for "Forgotten Password" and another link for "Don't have an account? Sign Up", both in a magenta color.







## Future logins:

To log into your account in the future, find the school payments button on the school's website: choose **"Sign In"** and enter your logon email and Password.

- **Sign in:**  
Enter your login credentials - email address associated with your school account and Password
- **Forgotten Password:**  
If you have already activated the account but you do not remember the Password, choose **"Forgotten Password"**, enter your email, Submit and follow instructions on the screen to re-set your Password

## How to make a Payment:

You should see a school payment homepage which will look like the below:

 <p><b>1st year Registration</b></p> <p>Registration payment for incoming 1st years</p> <p>View € 100.00</p>	 <p><b>School Photos</b></p> <p>Order and pay for school photos here</p> <p>View € 80.00</p>	 <p><b>Donate to School Development Plan</b></p> <p>Did you know if you donate more than €250 annually, we can submit a claim to Revenue and increase your donation by 31%. Choose if you would like t...</p> <p>View</p>				
 <p><b>TY Ski Trip to Vermont</b></p> <p>Sunday, March 17, 2024 - Saturday, March 23, 2024. Includes flight and accommodation, full ski pass and equipment rental. Final payment due Januar...</p> <p>View € 2,000.00</p>	 <p><b>Live Auction Fundraiser</b></p> <p>Shelbourne Hotel Oct 24th 2099 19:00 - Oct 25th 2099 00:59</p> <p>View</p>	 <p><b>School fundraising campaign</b></p> <table><tbody><tr><td>Target</td><td>€ 500.00</td></tr><tr><td>Raised</td><td>€ 50.00</td></tr></tbody></table> <p>View</p>	Target	€ 500.00	Raised	€ 50.00
Target	€ 500.00					
Raised	€ 50.00					

1. Click the “**View**” button to see more information about the item you wish to purchase.
2. Fill in the required details and click “**Add to Cart**” when you’re ready.
3. If you need to purchase more than one item, select “**Go to List**”; otherwise, click “**Pay Now**”.
4. Review your payment summary. If everything is correct, click “**Proceed**”.
5. Enter your card details when prompted and Click “**Pay Now**”.
6. Once your payment is successful, you will receive an on-screen receipt, and a copy will be emailed to you.