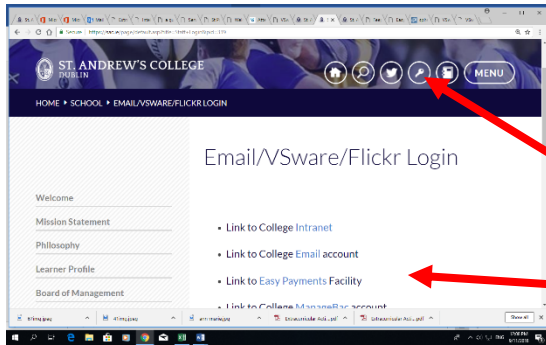
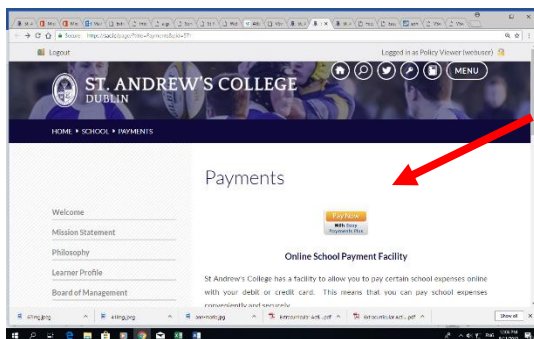


Instruction for accessing Easypayments

(If you have trouble accessing the account please contact mcostigan@st-andrews.ie)

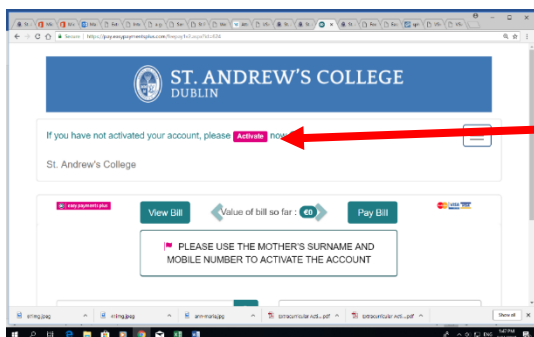


- 1) Go to the College website and click on the Key symbol on the top bar
- 2) Click on Easypayments

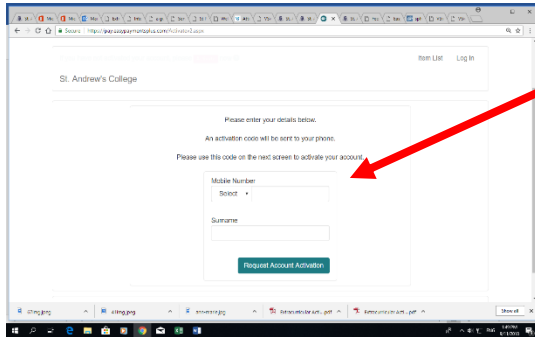


- 3) Click on the Pay Now icon

If you have not used Easypayments before you must activate the account
(if you have activated the account go to step 7)



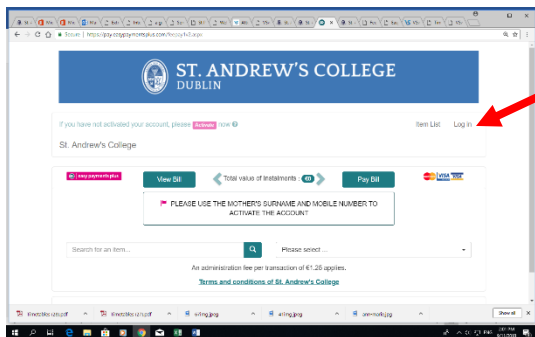
- 4) Click on the activate now button



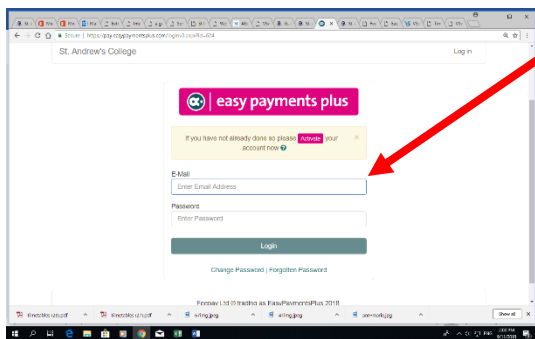
5) Enter mother's mobile number and surname that are on the school system. An activation code will be sent to the mobile number.

6) Using this code input information asked for.

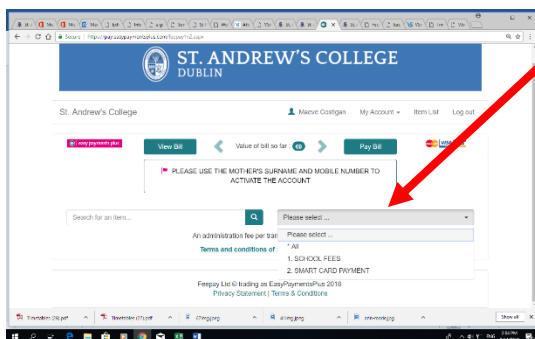
To login to easypayments



7) Click the login button



8) Enter the email and password that you activated the account with.



9) Click the Please select drop down menu and choose the bill you wish to pay.