

ONLINE SCHOOL PAYMENTS GUIDELINES

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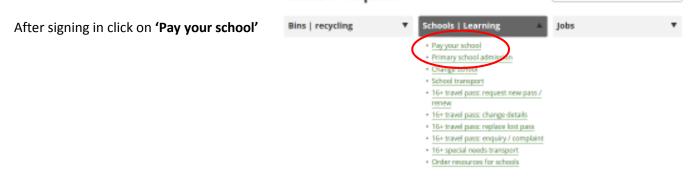
Logging in

Visit Gwynedd Council's website to create an account or if you already have an account you can log in straight away www.gwynedd.llyw.cymru/myaccount

Contact us if you have any problems at this stage- <u>fynghyfrif@gwynedd.llyw.cymru</u>

After signing in click on 'Pay for a service'

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Home > My Account > Make a request			





do it online EASY . CONVENIENT . KEEP TRACK

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	Cycology 🔮 E
You are now on the Schoolgateway page.	Schoolgateway Keeping up with which going on at school is easier than ever
Click 'Send PIN'	
A 4 digit PIN will be sent to you by text.	
Keep the PIN safe, you will need this PIN every time you make a payment!	Prease entror the ennal address and make marker that your school(s) contact you an and press the "bend PDF battos, "top will then be sent a new PDR number by text message. EMAIL ADORESS MOBILE ERAD PIN
	USED BY OVER 2,000 SCHOOLS ACROSS THE UK MISA Chargement vi374.8 [Amus.5 Continue.] Priory Herry Edition Mary
	Schoolgateway support of which your, or it streets a speed that see
Once you have logged in you will be directed to the Home screen your child/children's details will be displayed.	
	USED BY OVER 2,800 SCHOOLS ACROSS THE UK

If you have problems logging in, check that your email and mobile phone number registered with your school are the same as the ones that are registered on your Gwynedd Council online account. Contact your school if you are having further problems.



General Payments

To make a payment click on the **'Payments'** icon on the homepage.

Click the **Add** button next to the item(s) you wish to pay for.

Schoolgateway		
Home	Schoolgateway	<u>III</u>
Child's name		
Ysgol Gwaun Gynfi Year 5 Class BL 5/6	Alexandrone	

Note the amount you wish to pay in the '**amount'** box then click the '**Add to Basket'** button.

You may be required to give your consent e.g. for your child to go on a trip and / or enter your comment in response to a question from the school.

Pay Once 3	×
Please review the d	etails below.
For:	Robert Ackrington
Due Date:	31 July 2017
Amount:	62.00
Instalment:	1 of 1
	Cancel Add to Basket

You can add more items to the basket by repeating the above and click '**view basket'** then click '**Pay'.** You will then receive a summary of your payments, like this

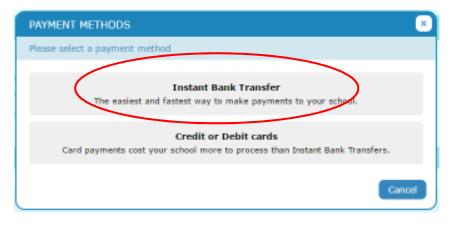
Payments Summa Please review the items	Fy in your basket and confirm that all of	the details are correct.		
Press Checkout in order t	to enter your payment details.			
Item	For	Consent	Comment	Amount
Pay Once 3 (1/1)	Robert Ackrington			£2.00
Total Amount				£2.00
		(Return to the list of	payments Checkout



Option 1 - Setting up an Instant Bank Transfer (saving your bank details)

Enter your bank details once and these will be saved for future payments.

Click 'Checkout' then 'Instant Bank Transfer'



Provide your name, surname, address and bank details. Click '**Checkout'** to finish.

You will have an option to pay with a debit or credit card at any time.

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	(Control					
	Account before manys: Sent code: eccavet member					
				-	Sizes.	

Click 'submit' to confirm details.

This will confirm that you wish to set up Instant Bank Transfer. You can read the Direct Debit guarantee and you will also receive an email confirming that Instant Bank Transfer has been set up.

Once the Instant Bank Transfer has been set up, you will see a screen that gives you the chance to review your payment before proceeding. To proceed select **Make Payment** or to return to the basket to make any changes **select Return to basket**.

You will then see confirmation that the payment has taken place.

Please note when you make your first payment using Instant Bank Transfer it takes **4 days** for the funds to leave your account. After your first payment additional payments then take **3 days**, however **from the school's point of view money is credited instantly**.



Option 2 -Paying by Debit or Credit Card (entering your card details every time)

Enter your card details and cardholder information. To complete your payment, click the P**roceed** button.

To cancel the payment and return to Schoolgateway, click **Cancel**.

You may be redirected to a security screen. This will be verified by Visa or MasterCard Secure Code depending on your card type.

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	A ² car bea	nar y set shires	FMQs the second packs	k hir hitter increases	club: on the gatheck,

When your payment is authorised the transaction details will be displayed.

To print your summary click 'Print'.

Select 'Complete Payment'.

You will then return to the Schoolgateway page. You will receive an email confirming the details of your transaction.

To return to the list of payment items available to you, select '**Back to the payments page'**.

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Sumarne.* Valid from: Expiry date.*		Proceed



Payment History

You can see every payment you've made by clicking '**Payment history'.**

You can change the dates if you're looking for a payment within a particular period of time.

To save a copy of your payment history click the **Download transaction history** button.

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Date	Time	School	School Hember(s)	Payment ID		Amount
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School meals payments

To make a school meals payment click o the ' Lunch Money' icon.	Schoolgateway Torso Jone Torso Jone Yand Cymercu Ywe 3 Cleo (0, 5/0 Jul Cleo (0, 5/0 Jul) Cleo (0, 5/0 Ju	NL
To add lunch money click 'Top up lunch money' . Terese Jose Lunch Mon Top up lesse	ry E-7.50. This was last updated at 10:02 on 15 December 201	Kome, methan curifick (Chancel ITA) (Mon and Moneor Herrory About HE BOHOOL Certicul Moneor Herrory About HE BOHOOL Certicul Moneor Herrory About HE BOHOOL Certicul
Click Add to make a payment in the	Schoolgateway See > Tremats Farman Jones Payments for Yagol Cymerau Select items to view their details and add them to your basket or to moke tha In booker? Item Far Due Add Cinia Tagol / Dimer Planey Tomos Jones Add Cinia Tagol / Dimer Planey Nodel Jones	

The lunch register will create a credit in your account if your child has been absent and a debit if your child has received lunch but payment has not yet been made.



Clubs

To book and pay for a place in a club e.g. Pre-School Care Club, click on the **Club**....icon



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ne current bal Top up	Cyn-Ysgol a ch ance is -E4.00 Irrently booked				Select : on	essions by clicking the days below
1onday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
11 Dec 2017	12 Dec 2017	13 Dec 2017	14 Dec 2017	15 Dec 2017	16 Dec 2017	17 Dec 2017
		20 Dec 2017				
8 Dec 2017	19 Dec 2017	20 06: 2017	21 Dec 2017	22 Dec 2017	23 Dec 2017	24 Dec 2017
8 Dec 2017 5 Dec 2017	19 Dec 2017 26 Dec 2017	27 Dec 2017	21 Dec 2017 28 Dec 2017	22 Dec 2017 29 Dec 2017	23 Dec 2017 30 Dec 2017	24 Dec 2017 31 Dec 2017

This will enable you to choose the dates (in white) to book your child onto the club and pay for the club at the same time.



Click on the relevant date and choose either the "Care and breakfast club" or just the "Breakfast club".

Click to select	Gofala Breewast Click to select BOOKING CHOICES	Gofal a Br ×
22 Jan 2018 Available Click to select	Gofal a Brecwast /Care and Breakfast (08.10- 08.50)	£0.80 0 11 36
29 Jan 2018	Brecwast yn unig / Breakfast only (08.30- 08.50)	£0.00
Available	Available Available	Availabl

You will need to do this for each separate day. Or click on SELECT ALL to select all available dates.

Every session that has been selected will turn blue.

The next step is to click on the "Book selected sessions" button.



You will be asked to confirm the sessions. If you are making a booking for the Care Club, and that there is a fee to pay, you will be directed to the payment pages. The sessions will then turn green as confirmation.



More than one child? If you want to make a booking for more than one child you will need to repeat this process for each child individually.



Changing your PIN

If you would like to change your PIN click '**Change PIN'** in the top right hand corner of the screen.

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Charge your PR	i number	
Change your PM	a number	
Step 1: Enter your PIN	a number	
Step 1: Enter your PR	i number	
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Change your PR Ship 1: Enter your comm Carmin Div Ship 2: Enter your new P	i number	
Step 1: Enter your PR Step 1: Enter your curver Carrier Ply Step 2: Enter your new P Step 751	I rumbor	

Enter current PIN.

Enter your new PIN and again to confirm it.

Select **OK** to save your new PIN.



Resetting your PIN

To reset your PIN, select the **Forgotten your PIN** link on the login screen.

Schoolgateway	Keeping up with what's going on at	Cymraeg	Help
EXISTING USER NEW USER EMAIL ADDRESS The email address that you enter meat me REMEMBER ME?	ch the one registered with your school(s) and used in ;	vour <u>Suuraatid Souraci Account</u>	
USED	BY OVER 2,000 SCHOOLS ACR	OSS THE UK	
VISA 🏎		Schoolgateway V2.7.6.8 Terms & Conditions Privacy Policy Cookie Pe	licy
Schcolgateway			
Step 1: Enter your current PIN			
Current PIN	[]		
Step 2: Enter your new PIN (twice)			
Naw PIN	() :		
Confirm new PIN			
Step 3: Click 'OK' to make the change	OK I		

Enter your email address and the mobile number that is registered with the school and select **Send PIN**.

A new PIN will be sent by text message to your mobile phone.



Problem solving

The payment system is now live for Gwynedd primary schools. Several schools are already using the system and some questions have been raised.

Here are answers to some of the issues that have been raised...

• Difficulty creating a Gwynedd Council account

If you're having any issues on this page...

Contact **Gwynedd Council** through: <u>myaccount@gwynedd.llyw.cymru</u>

• Difficulty accessing the Schoolgateway page If you are having any issues on this page, contact your Primary School.

The **e-mail address** and **mobile number** you are using here must match the details your school have for you. Check with your school that the details are correct.

• Your child's name or school name is incorrect in School gateway

If these details are incorrect...

Contact your **Primary School.** The school can arrange to correct these details on your behalf.





• **Absences** – If your child has been absent and you've already paid for his/ her lunch, discuss with your school what to do next.