

How do I buy an item from school? (From the mobile App)

If your school are using +Pay, you will be able to see Payments as an option in your parent feed on either your computer or through the ParentMail App.

If you have a notification, it means your school have invited you to pay for something, or have notified you of a new payment item which is now available for you to buy or pre-order. Once in Payments, you will be able to view items “To Pay” or visit the “Shop”.



(Click on the screenshots to view them in full size)

In “To Pay” you will be able to view items which you are due to pay. Items here are divided into the following sections:

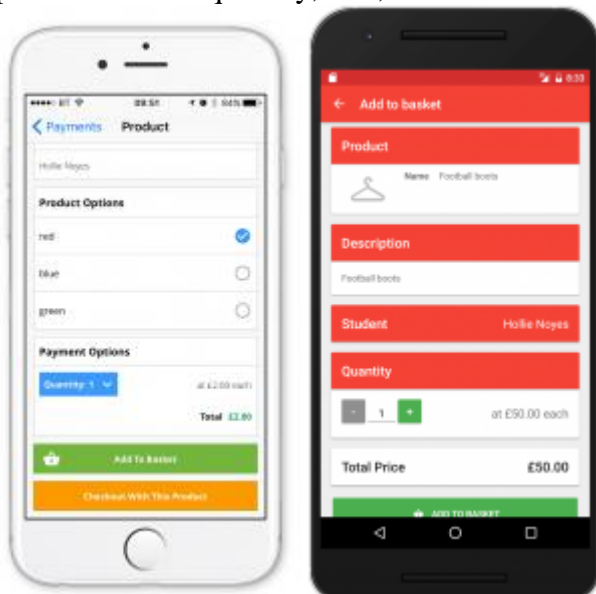
Overdue Items: These are items for which payment or an instalment is overdue

Upcoming Items: These are items for which the due date is approaching

Part Paid Items: These are items for which a partial payment or subsidy has already been made.

In “Shop” you will be able to view items which your school have set up as available payment items, which you can buy at any time.

Once you have found an item you want to purchase, simply click on it, and go through the options – such as quantity, size, colour etc.

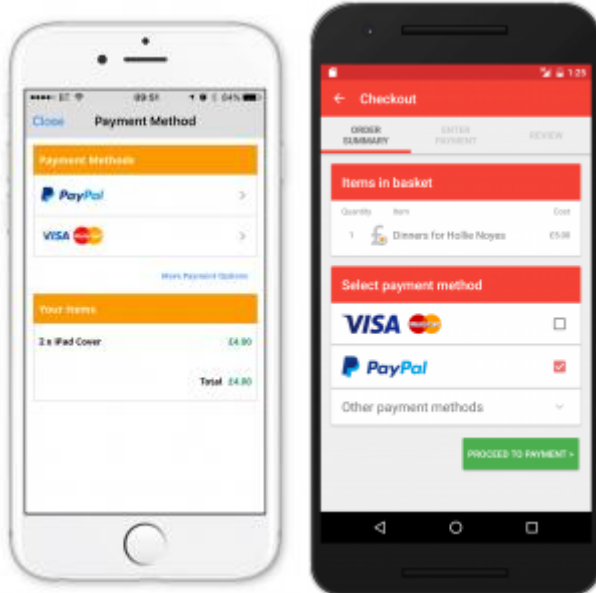


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You can then choose to 'Add to Basket' and continue shopping, or click 'Pay Now' to check out straight away.

You can view your basket at any time by clicking the basket icon. This will display all the items that you have added so far.

To make a payment, go to the Checkout screen where you will see a summary of the items you are buying, and available payment options. Please be aware, these payment options are decided by your school.



(Click on the screenshots to view them in full size)

Choose your selected method of payment, then click confirm payment. You will then need to enter your payment details as you would with any online purchase.

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