## Online Payment System – Creating an Account

This is a guide showing how to register a new account with the school online payment system. To complete the registration you will need an 'Online Link Code', which is supplied separately by the school.

Online link codes are sent home on paper with students shortly after they start school at Harrow Way. If you have not received or have lost an online link code, please contact the finance office at school, or use the contact form at *www.harrowway.hants.sch.uk/payments*.

Multiple students can be included under a single account. If you wish to make payments online for more than 1 student, you only need to follow this process once. You can then add additional students to your account by following part 2 of this guide.

## 1: Creating an Account

1. Visit the following website address:
   *www.harrowway.hants.sch.uk/payments*

2. Click the 'Make a Payment' button

3. Click the '**Create New Account**' button.

4. Enter the information required in the fields and choose a password.

   Passwords must be at least 6 characters long.

   The Online Link Code is supplied by the school. Use only 1 link code at this point.

   Click the button: **'Confirm'** when all fields have been completed.

5. A confirmation e-mail will be sent to the e-mail address you provided during registration. Please check your e-mail and click the link in the email to activate your account.

6. Once your account has been activated, you can then login using your email address and password.

   The Accounts payment screen for your child is displayed.

## 2: Linking another child to your account

If you have multiple children you wish to make online payments for, you can link them all to the same account you created in part 1 using their individual online link codes. **If you only wish to make payments online for 1 child, it is not necessary to complete these steps.**

1. Login to the Online Payments Website by visiting www.harrowway.hants.sch.uk/payments, clicking 'Make a Payment' and using the login details you created in part 1.

2. Click on **'Your Account'**

3. Click on **'Link Students'**



4. Enter the Online Link Code as provided by the school for the child who is yet to be registered.

5. Click **'Link Student'**

**Repeat this process to add more children to your account if necessary.**

All linked students will now be listed. You can choose which child to make a payment against by using the 'Current Student' drop down menu.