

iPayImpact Parent Guide

Please note that iPayImpact is currently being rolled out across all schools in a phased approach. Over time, more and more events and expenses will be added to the service. Where possible, we would encourage you to pay online. A list of schools using the service can be found here:

<http://www.falkirk.gov.uk/do-it-today/pay/schools/schools.aspx>

To link your child(ren) to make payments on their behalf, you must have an **Account Reference number**, which is a unique number provided to you by your child's school in a letter. This allows you to match your child(ren) to your account.

Signing up

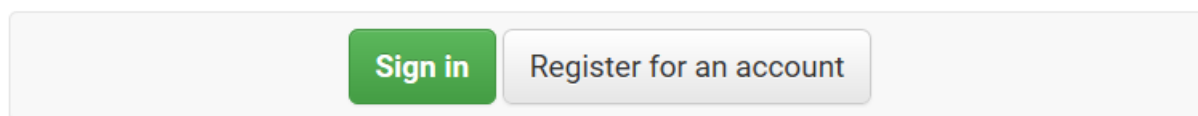
To register for the service pay for school meals and other school expenses, visit:

<http://www.falkirk.gov.uk/do-it-today/pay/schools/>

In order to use the service, you must have a **mygovscot** account. To create one, click on the **Register for an account** option

Sign in with myaccount

To access this service you need to register or sign in with a MyGovScot **myaccount**. This account can also be used to sign in to other Council services, such as [My Falkirk](#)



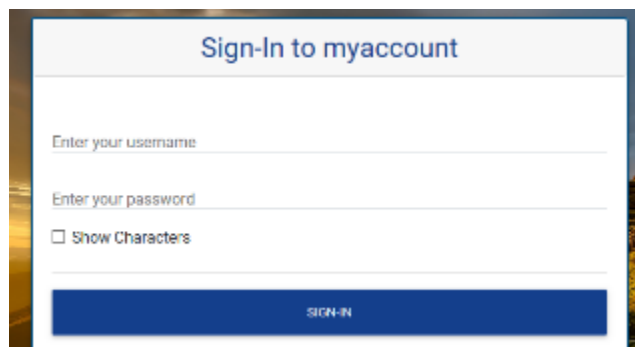
Sign in Register for an account

An email will be sent to your chosen email address in order to validate your registration for mygovscot. **Please ensure you have validated your account before proceeding.**

Signing in

Visit the website: <http://www.falkirk.gov.uk/do-it-today/pay/schools/>

Click **Sign in**, then enter your mygovscot account username and password.

A screenshot of a web form titled "Sign-In to myaccount". It features two input fields: "Enter your username" and "Enter your password". Below the password field is a checkbox labeled "Show Characters". At the bottom of the form is a blue button labeled "SIGN-IN".

If this is your first time using the service, you will be prompted to accept the terms and conditions for iPayImpact.

Link Account

iPayImpact allows you to link multiple children across all Falkirk Council schools using the service. This means that you will only ever need one account, after linking your child(ren) to it.

On first login, you will be prompted with a Link Account screen

Link Account

Please enter the account key of the account you wish to link. You should have received this from your establishment.
Note: it is case-sensitive, so please enter it exactly as indicated on the correspondence.

Account Ref *

Establishment

Link Account

The **Account Ref** will be provided to you in a letter by your child's school when they go live with iPayImpact.

Enter the **Account Ref** into the box (please note that the Reference is case sensitive and must be typed carefully) and click **Find Account and Establishment**. If the establishment is correct, select **Link Account**.

If you have other children in the school, or in another Falkirk school with iPayImpact, you can link them in the **Accounts** menu by selecting **Link a New Account**.

Menu Preorder- Primary Schools only

In Primary schools, a full week of meal selections can be preordered for your child(ren) online. This is not mandatory, but using this service allows the kitchens to forward plan, as well as cutting down administration work in the school. This service can be used for all pupils, including those on Universal Free School Meals (Primary 1 to Primary 3), and Free School Meals.

To preorder for your child, on the Home menu, select **Preorder** beside the child's name.

Meals	
Accounts	Establishment
John Hay Preorder	Comely Park Primary School

Select the week you wish to order for (you can order for multiple weeks in advance).

Menu for week commencing 29/04/2019 Demo Menu

Monday	Tuesday	Wednesday	Thursday	Friday
Eating at Home Absence Packed Lunch	Eating at Home Absence Packed Lunch	☐ Eating at Home ☐ Absence ☐ Packed Lunch	☐ Eating at Home ☐ Absence ☐ Packed Lunch	☐ Eating at Home ☐ Absence ☐ Packed Lunch
Cheese and Tomato Pizza (v) with Salad Salmon Fish Finger Mix Veg & Potatoes Chilled Wrap or Sandwich Thins	Breaded Chicken Fillet Wedges & Beans Baked Potato (V) with Cheese or Beans Finger Roll Choice of 3 Fillings	☒ Tomato & Basil Pasta (V) & Garlic Bread ☐ Steak Pie with Potatoes & Carrots ☐ Sandwiches, Choice of 3 Fillings	☒ Potato Topped Fish Pie & Broccoli ☐ Vegetarian Tikka Curry (V) ☐ Hotdog Roll with Tomato Sauce	☒ Gammon, Potatoes & Sweetcorn ☐ Penne Bolognese with Salad & Bread ☐ Baguette or Sandwiches (V)

Confirm Selections Cancel

Make your selections for the week (**you must have an entry for every day of that week**). If you know that your child is going to be absent/eating at home/taking a packed lunch to school on certain days of that week, make the appropriate selection. Once complete for the week, click **Confirm Selections**.

You will get a confirmation that your preorder has been done and asked if you wish to **Order For Another Week**.

Topping up the Funds/Making Payments to Funds

Please note that children in Primary 1 to Primary 3, or on Free School Meals, will not have to make a payment to the Meal fund, as they are credited with a meal every day. They can however still make Preorder meal selections.

Now that you have an online account for your child, you can make payments into their Meal fund or other Funds, such as Trip funds that appear. This account allows you to keep track of the balance on the Meal fund or Trip funds and make payments to them.

To top up the Meal fund or a Trip fund, on the **Home** menu you will see the list of funds for each child you have linked to your account, their school, and their current balance.

Meals			
Accounts	Establishment	Balance	Suggested Amount
John Hay	Comely Park Primary School	-06.15	16.15
			16.15
			Add To Basket

A **Suggested Amount** box will provide guidance on a top up amount, but you can overtype this with a greater or lesser amount and then click **Add To Basket**.

You can repeat this process for any other child(ren) linked to your account by choosing **Continue Shopping** and repeating the process for another child.

Once complete, click on the Basket icon in the top menu, check the total and **Amend** or **Remove** as required and then select your **Make payment with** method, then **Proceed to Checkout**.

**Online Payments**

WARNING - This website is for internal testing only. You cannot buy or pay for goods or services here.

Current Stage 1 2 3 4 Of 4



All fields marked * are mandatory

Amount £16.15

Card Number*

Expiry Date* /

Security Code*

Note: Clicking on the links below will open a new browser window.



[Learn more](#) [learn more](#)



You will be prompted to complete your card information. Once payment has been taken, an email will be sent confirming your purchase and your child's account will be updated. Please allow up to 30 minutes for the new balance to appear.