

## **Instructions for Online Payments** **(Please retain for future reference)**

In order to facilitate ease of payment of school funds, Castleknock Community College is using the MIT online payment system. This means that you can pay voluntary contributions and other school expenses through our secure online system by credit or debit card and keep track of payments paid and print off a receipt.

Access to the system can be made by using the following devices i.e. Laptop or Desktop, iPad or iPhone and all smart phones.

**Please note: If you already have a student in the college you do not need to create another account. Log in with current email address and password, click on student name and make payment.**

To set up your online payment account:

1. Go to the school webpage [www.castleknockcc.ie](http://www.castleknockcc.ie) Under 'Online Access' click 'Online Payment'. For your first time to login for this child select the Create Account button.
2. Enter your child's first name, surname and PPS number. The system does not accept Irish fadas or apostrophes (e.g. if your surname is O'Shea enter OShea).
3. Press NEXT.
4. You will be brought to your account details where you can confirm your mobile number and email address. If there is no email present, please enter your email address. You must then create and confirm a password which will be used to login in future along with the email address you have provided so please keep these details secure. This password must contain at least 8 characters which should consist of 1 uppercase, 1 lowercase, 1 number and 1 special character. (e.g.!)
5. You will then be asked to select a recovery question and to enter an answer to this question. This will be used if you forget your password at any stage. Please note the answer to this question is case sensitive. Please tick both terms & conditions boxes after reading and click the "Create Account" button.
6. You will then be brought to the payment dashboard page where you will see at least two tabs in the payment screen depending on how many children you have attending Castleknock Community College. Choose the Family tab if you wish to pay a number of fees or choose your child's name if you wish to make a payment against that individual. You can select the academic year from the dropdown if you wish to pay for next year. (2021/22).
7. Choose the amount you wish to pay from the payment dropdown, tick the terms & conditions box and then click the "Pay Now" button.
8. Enter your credit card details as instructed on the screen and click on the Next button. If you have any difficulties at this stage please phone the school office.
9. You can print and/or save your receipt.

If you cannot use the online system please phone us for assistance (01-8221626). Please support our efforts to reduce the amount of cash and cheques we deal with in the school office and to make our payment system more efficient.

Thank you for your contribution.