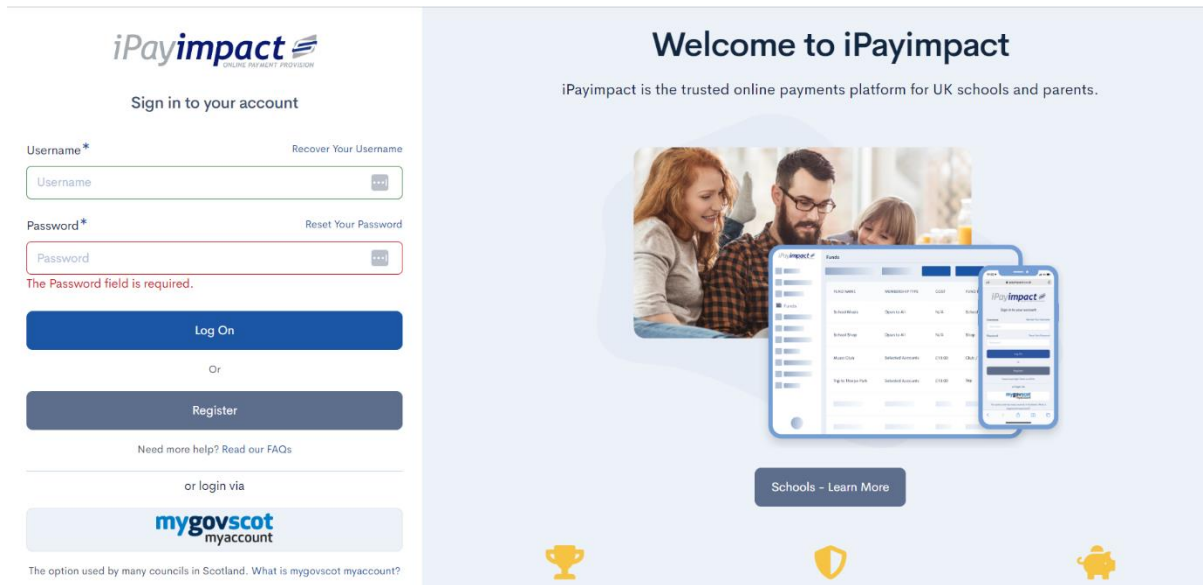


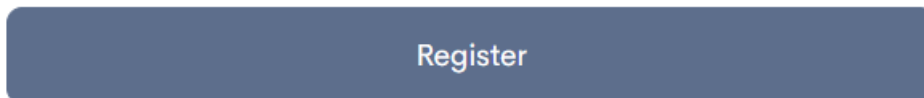
### Step 1.

Within your web browser, navigate to [www.ipayimpact.co.uk](http://www.ipayimpact.co.uk) . It will take you to main iPay webpage as per the image below.



### Step 2.

Click on the "Register" option.



### Step 3.

Make sure you have your onboarding letter to hand. You will need the "Account Ref" code provided by your child's school for the next step.

## Step 4.

The below screen will now appear. Please fill in all details as requested.

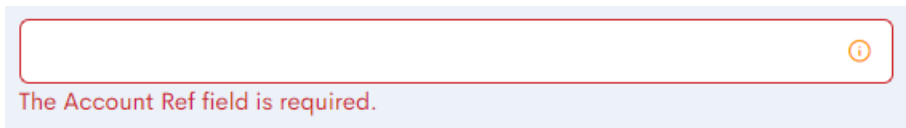
The screenshot shows the iPayimpact registration page. At the top is the iPayimpact logo with the tagline 'ONLINE PARENTY PROVISION'. Below the logo is the heading 'Registration'. A paragraph explains that users need to register an account for each establishment and lists the steps: 1. Use the form to create a new registration, noting the Username and Password. 2. An email will be sent to confirm the Username. 3. Click the link in the email to confirm registration. 4. Log in with the Username and Password. 5. If registering as a parent with multiple children, link additional accounts. 6. Read the FAQ if needed. The form fields include: Account Ref\* (text), Establishment (text), Username\* (text with eye icon), Email\* (text with eye icon), Confirm Email\* (text), Password\* (text with eye icon), Password Confirm\* (text with eye icon), Maths Test (image of a math problem: 40 + 5 = 47), Maths Test Answer\* (text), and Agree to Terms\* (checkbox). A note states 'Fields marked with an asterisk (\*) are required.' and provides a link for 'Parental Terms & Conditions'. At the bottom are two buttons: 'Register' and 'Return to Log In'.

Information required for each field is as follows:

- |                          |   |  |
|--------------------------|---|--|
| <b>Account Ref</b>       | - | This is the code provided by your school for onboarding                        |
| <b>Username</b>          | - | The username that you wish to use to login to iPay                             |
| <b>Email</b>             | - | The email address that you want any iPay related correspondence to be sent to. |
| <b>Confirm Email</b>     | - | Confirmation of the email address that you want used.                          |
| <b>Password</b>          | - | The password you want to use for iPay.   |
| <b>Confirm Password</b>  | - | Confirmation of the password.  |
| <b>Maths Test Answer</b> | - | The answer to the simple equation on screen.                                   |
| <b>Agree to Terms</b>    | - | Please tick the box to agree to the T&C's                                      |

Once all boxes are completed, you will be able to click "Register".

If you have missed any information that is required, the missing items will be highlighted red as per the image below.



The Account Ref field is required.

### Step 5.

Please check your emails. You will receive an activation email which requires you to click on the link to activate your account.

Dear Mr Gareth Hunter,

An iPayimpact account has been generated for you.

Your registration for Username: **garethhunter** has been created, but not yet enabled.

Please click on the link below to confirm your email address and activate your registration.

<http://www.ipayimpact.co.uk/Demo/Account/ActivateAccount?activationKey=bsyUDXXkccb2hk5c>

if you cannot click on the link above, copy and paste it into the address bar of your browser.

### Step 6

You can now login to iPayImpact by going back to [www.ipayimpact.co.uk](http://www.ipayimpact.co.uk), and inputting your login details.