



## iPayimpact (iPay)

First of all, you will need a personalised iPayimpact (iPay) code – this is provided by the school office.

1. If you have not previously registered on the site, go to <https://www.iPayimpact.co.uk>
  - a) Click on the Register button
  - b) Enter the Child Account Ref of your child (in red above)
  - c) Username – enter a username that you will remember. This will be required each time you login to your account
  - d) Email – enter a valid email address
  - e) Confirm Email – must be the same email address as entered in the previous box
  - f) Password – enter a password (*you will need to use a minimum of 8 characters and a minimum of 1 uppercase character, 1 lowercase character, 1 number and 1 special character, e.g., P455word!*)
  - g) Confirm Password – must be the same password as entered in the previous box
  - h) Maths Test – please insert your answer
  - i) Agree to Terms – Please tick this box. You can view the terms as required.
2. An email will be sent to your email account. ACTIVATE your account by clicking on the link provided in the email. This will ACTIVATE your account and allow you to Login using the credentials you entered during the registration process.
  - a) LOGIN to your account
  - b) Update your profile (personal information) and save
3. ADDING OTHER CHILDREN TO THE SAME ACCOUNT

If you have other children at Jersey College (JCP and/or JCG) and you have received a similar letter to this, you can link them to your new parental account:

  - a) LOGIN to your account
  - b) Click on the **Accounts tab**
  - c) Click the **Link a New Account** button
  - d) Enter the **Child Account Ref** for the child – see letter relevant to the child you're adding
  - e) Click **Find School and Establishment** – select the school from the list
  - f) Click the **Link Account** button
4. HOW TO MAKE A PAYMENT
  - a) From your Home Page – you can view the current balance and the system will suggest a top up amount - you can amend the amounts you wish to pay
  - b) Click on **Add to Basket**
  - c) Click on **Proceed to Checkout**
  - d) You will receive an email receipt of your payment once it has been authorised.

Should you have any questions on the above, please do not hesitate to contact our school office.

**Aspire • Inquire • Excel • Belong**

**Jersey College**

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