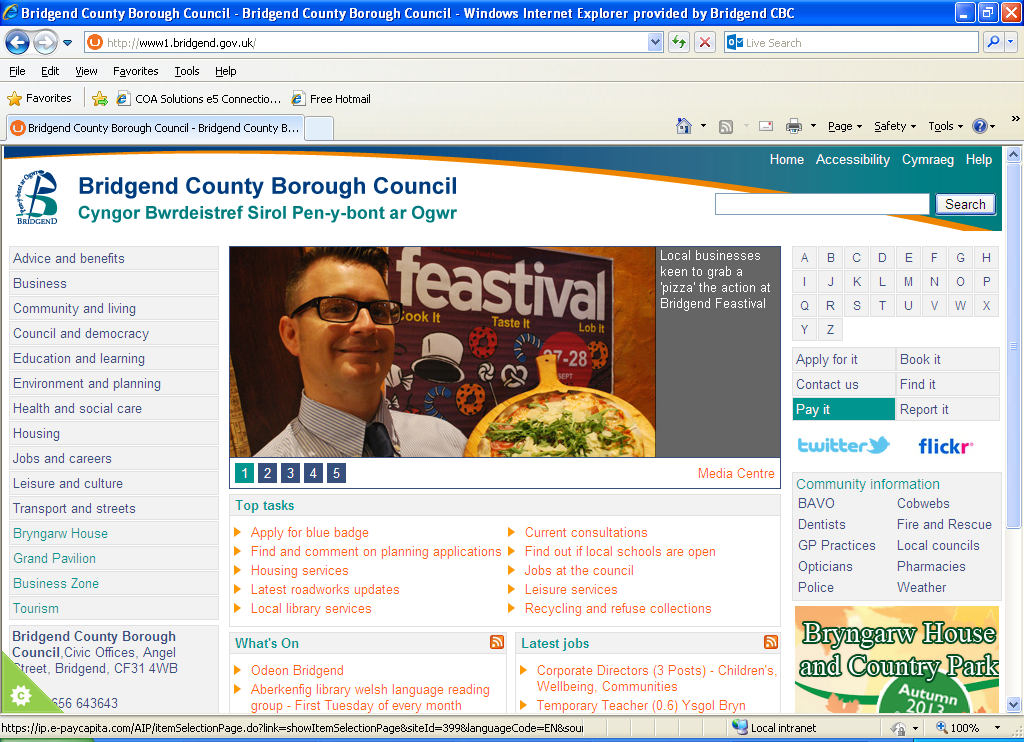
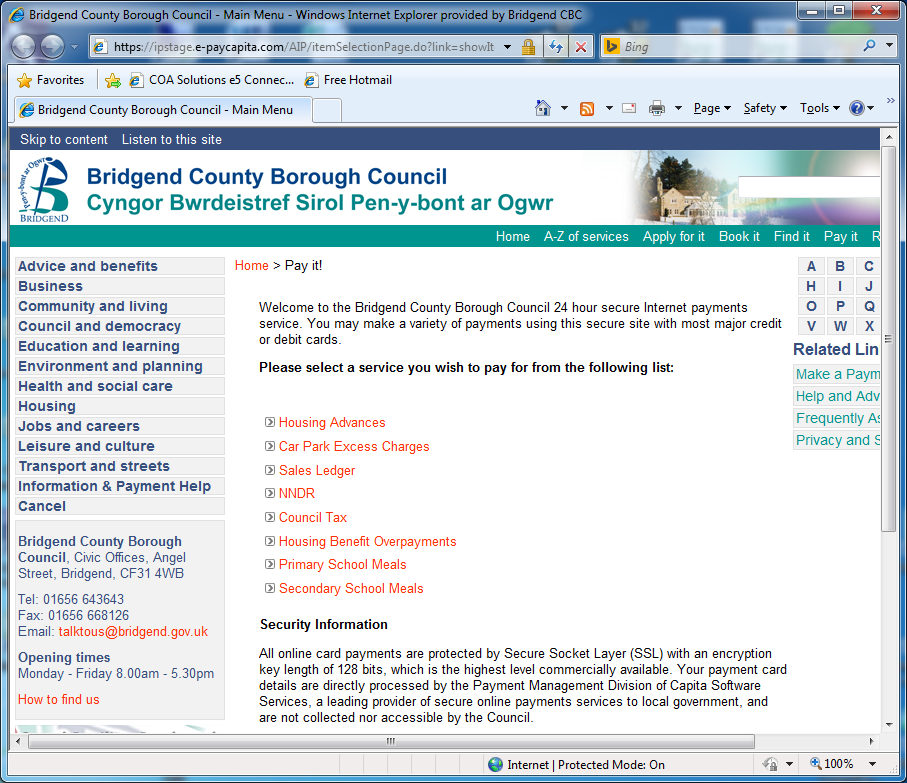
**PUPIL SCHOOL MEALS –INTERNET PAYMENTS**

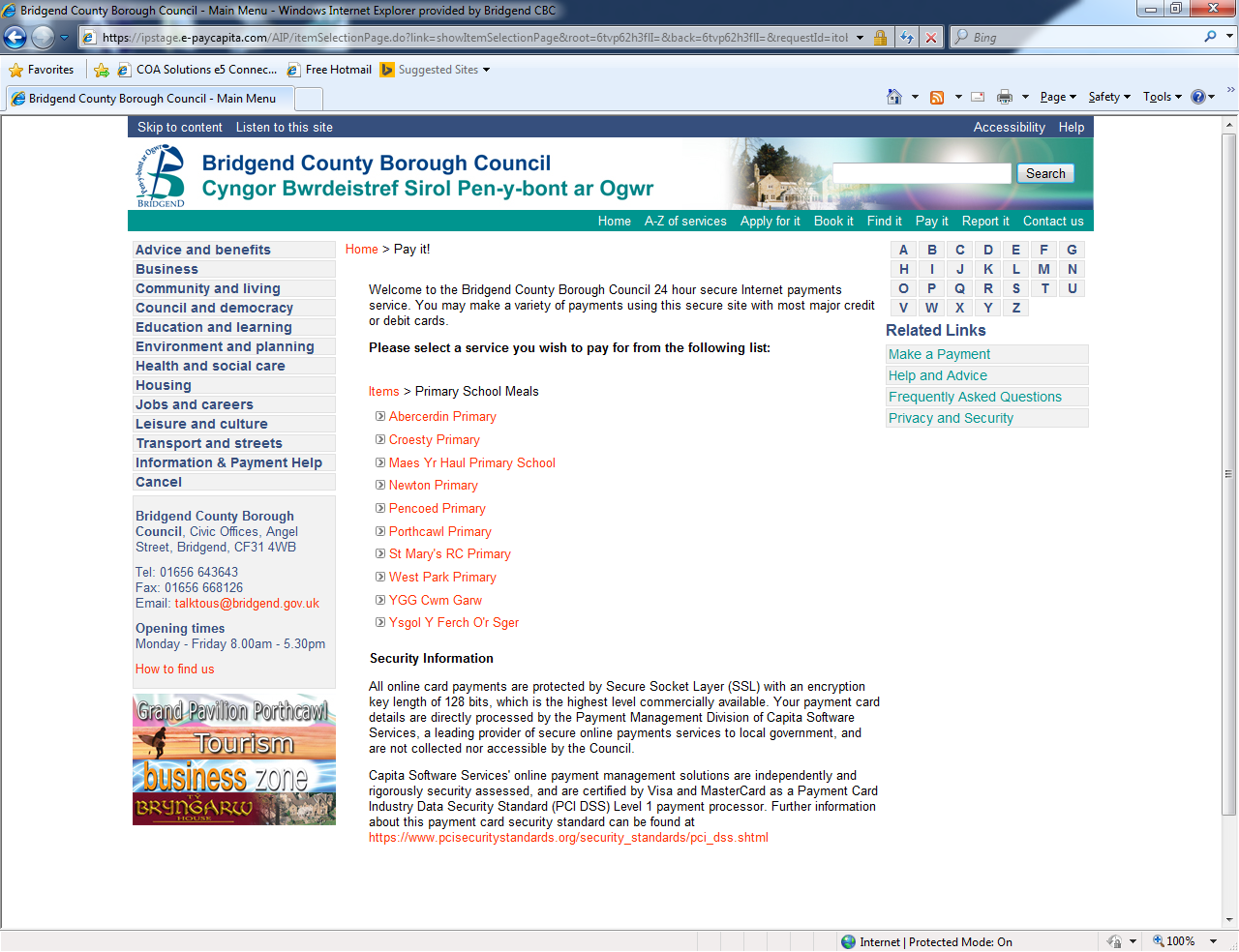
1. From the Bridgend County Borough Council Home Page, Select the ‘**Pay it’** option as indicated below:



2. You will be directed to the Authority’s Payments Page. Select the **‘ Primary School Meals’** option, as indicated below:



3. From this option you will be directed to a list of schools. Select the required school from the list as indicated below:



4. The below page will be displayed. Select the **‘Pupil School Meals Option’** as indicated:



5. You are now at the stage of starting the payment. Enter the **‘Pupil Number’**, **‘Pupil Forename’**, **‘Pupil** **Surname’** and **‘Amount’**. Once completed select the **‘Continue’** option as indicated below.

Please be aware that **ALL** fields are mandatory and must be completed to make a payment.

**NB. THE PUPIL NUMBER IS THE NUMBER THAT HAS BEEN PROVIDED TO YOU IN THIS DOCUMENTATION**



See below example of a completed page:



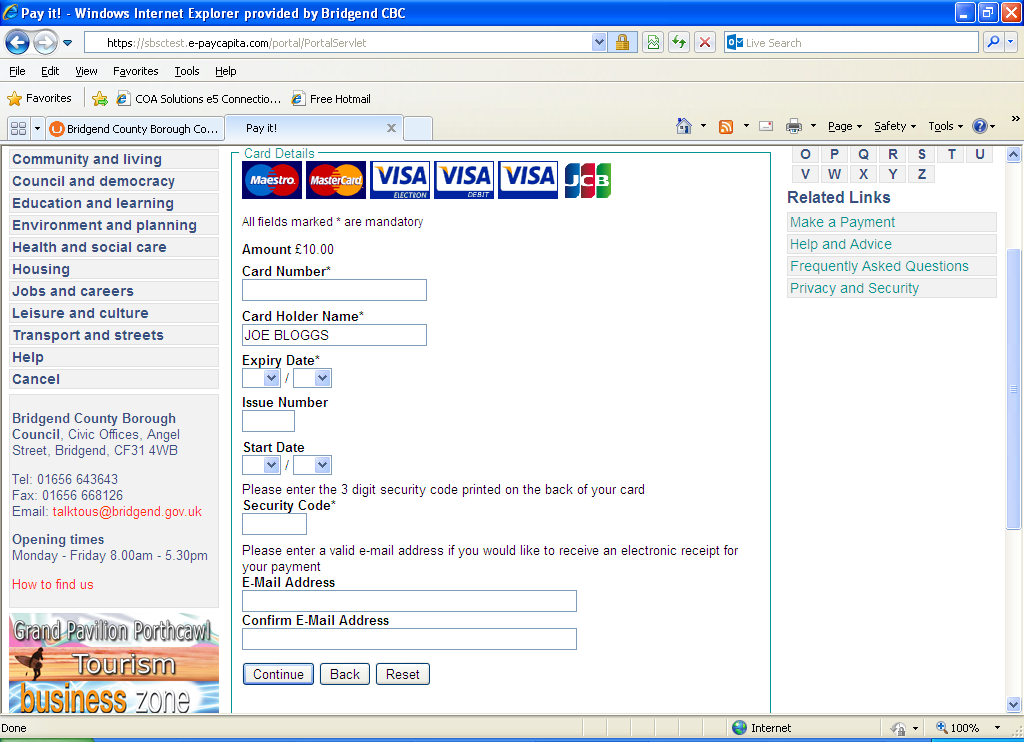
6. You will be presented with a page where you clarify the details entered. To continue with the payment select the **‘Continue’** button as indicated below.

To top up another pupil’s account within this transaction select **‘Add Another Service’** and repeat steps 2-6 of these instructions.

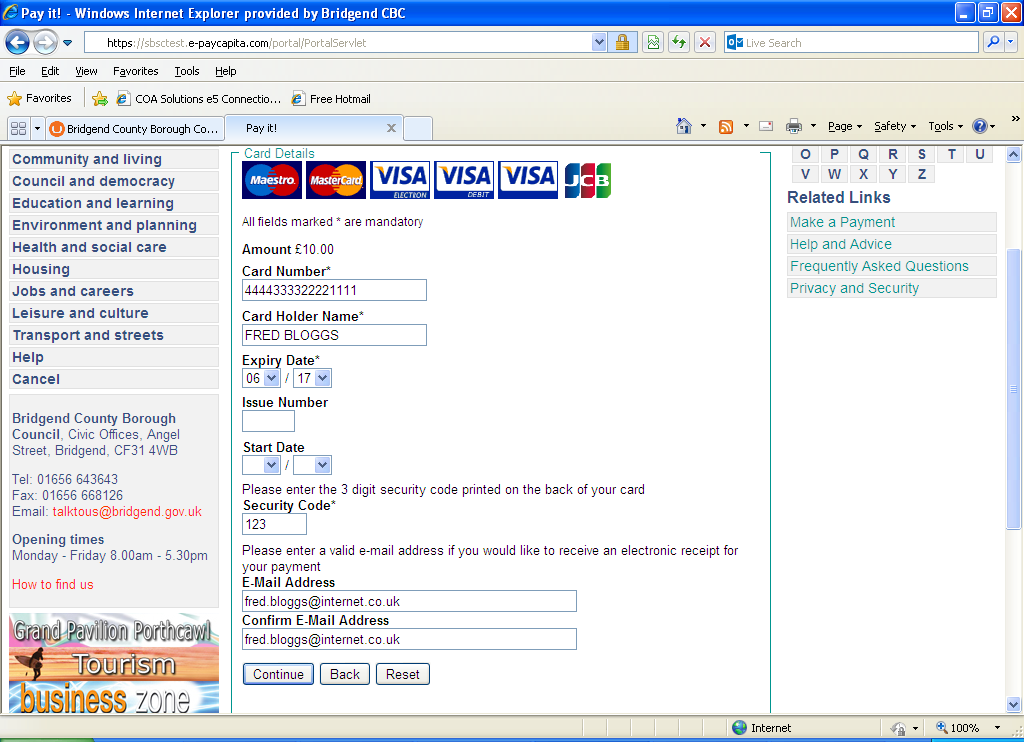


7. Once you have opted to continue, the payment card screen will be presented to you. Please enter your details and select the **‘Continue’** option as indicated below.

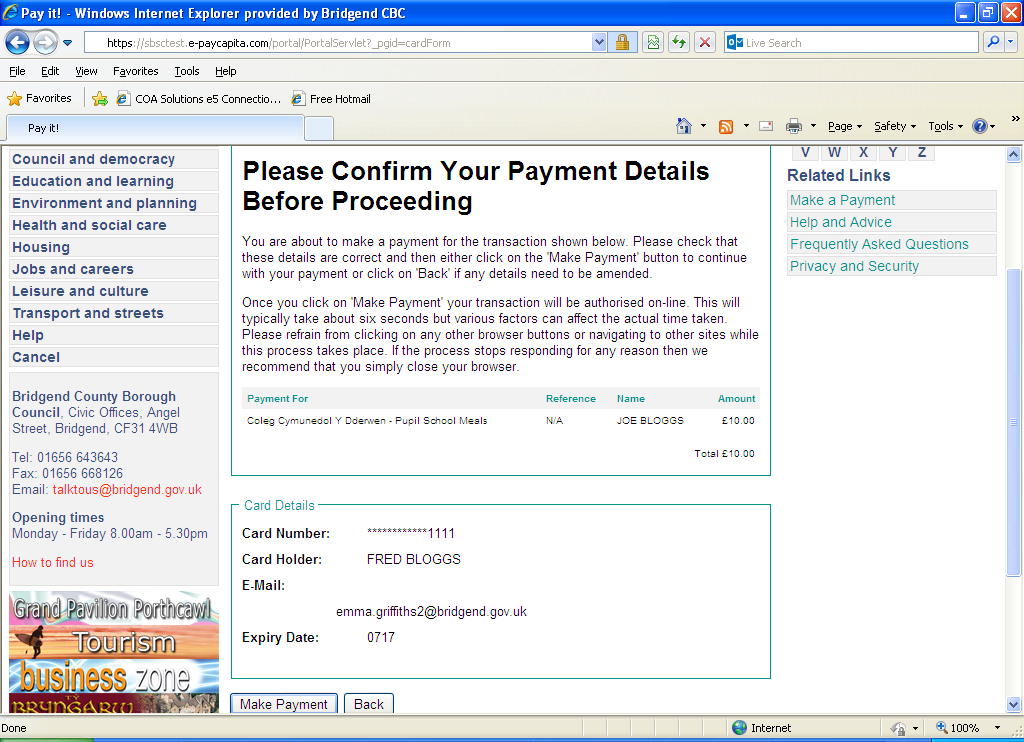
**NB: The pupil name will default through to the ‘Card Holder Name’ field. Please remove this and replace with the name stated on the payment card.**



8. Below is an example of a completed payment card page. By entering your email address a receipt will be sent to you confirming your payment.



9. The following payment confirmation screen will be presented to you. Select the **‘Make Payment Option’** as indicated below:



10. Once the payment is successful the receipt page will be displayed.



**IT IS IMPORTANT THAT YOU GIVE 24 HOURS FOR THE MEAL ACCOUNT TO BE UPDATED AFTER PAYING VIA THE INTERNET**