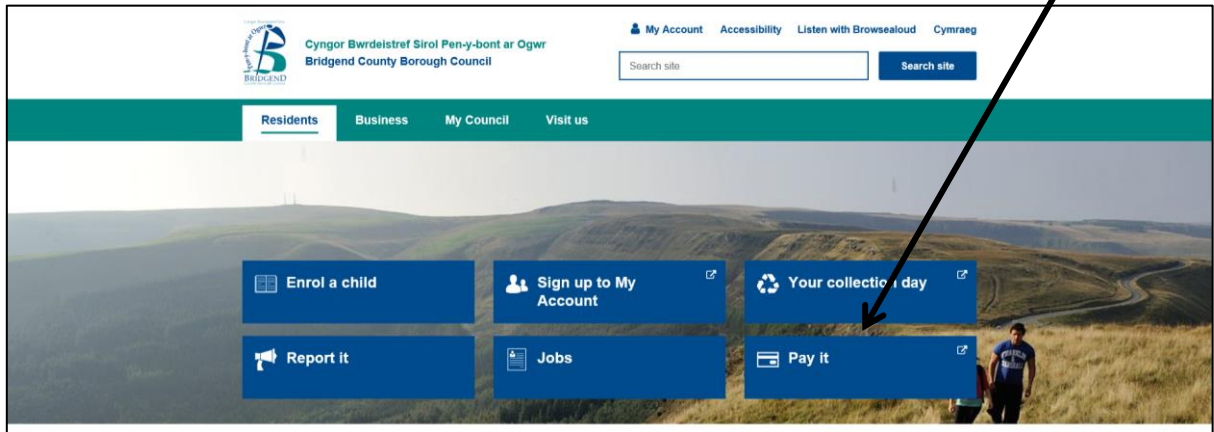
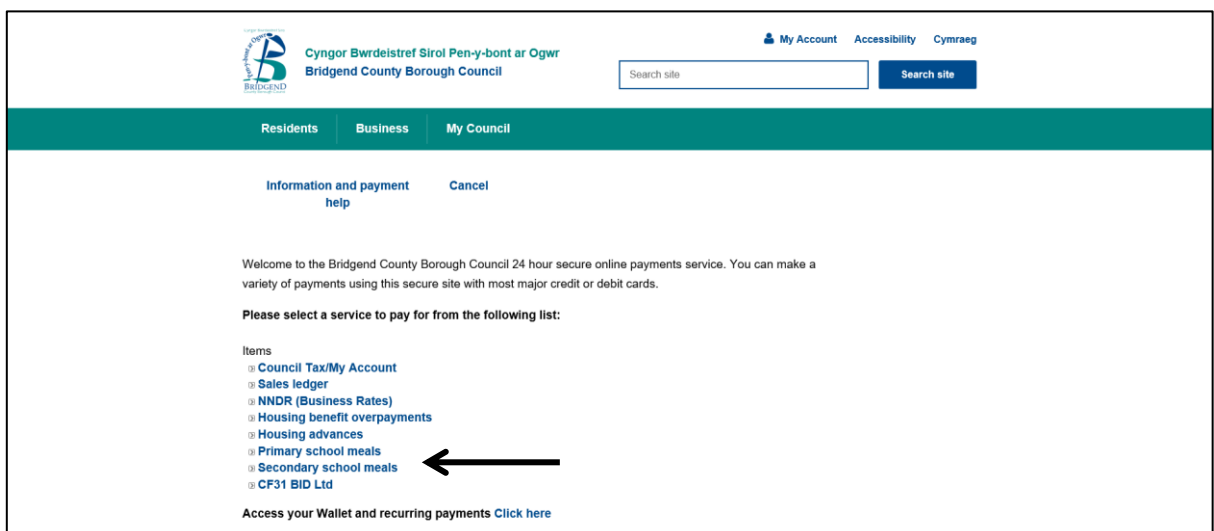


PUPIL SCHOOL MEALS –INTERNET PAYMENTS

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 **'Secondary 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:

Cyngor Bwrdeistref Sirol Pen-y-bont ar Ogwr
Bridgend County Borough Council

My Account Accessibility Cymraeg

Search site Search site

Residents Business My Council

Information and payment help Cancel

Welcome to the Bridgend County Borough Council 24 hour secure online payments service. You can make a variety of payments using this secure site with most major credit or debit cards.

Please select a service to pay for from the following list:

Items > Secondary school meals

- Archbishop McGrath RC Comprehensive School
- Coleg Cymunedol Y Dderwen
- Lower Brynteg
- Upper Brynteg
- YGG Llangynwyd

Access your Wallet and recurring payments [Click here](#)

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

Residents Business My Council

Information and payment help Cancel

Welcome to the Bridgend County Borough Council 24 hour secure online payments service. You can make a variety of payments using this secure site with most major credit or debit cards.

Please select a service to pay for from the following list:

Items > Secondary school meals > Lower Brynteg

- Pupil School Meals
- Staff School Meals

Access your Wallet and recurring payments [Click here](#)

Security information

All online card payments are protected by Secure Socket Layer (SSL) with an encryption key length of 128 bits, which is the highest level commercially available. Your payment card details are directly processed by the Payment Management Division of Capita Software Services, a leading provider of secure online payments services to local government, and are not collected nor accessible by the council.

Capita Software Services' online payment management solutions are independently and rigorously security assessed, and are certified by Visa and MasterCard as a Payment Card Industry Data Security Standard (PCI DSS) Level 1 payment processor. Further information about this payment card security standard can be found at https://www.pcisecuritystandards.org/security_standards/pci_dss.html

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:

Payment Pupil School Meals

For queries please contact: Brynteg Lower School - 01656 641802

Only enter last 4 characters of reference. No leading zeros.

Pupil reference * 1234

Pupil's first name * JOE

Pupil's surname * BLOGGS

Amount * £ 10.00

Important Information

Refunds cannot be made using this online facility. Accounts that are in credit will be carried forward into the new term. Please contact your child's schools to discuss a refund if your child is leaving the school and the account is in a credit balance.

Continue Reset Back

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:

Information and payment Cancel help

Payment For	Account Reference	Account Name	Amount
Lower Brynteg - Pupil School Meals	N/A	BLOGGS	£10.00
Total Amount			£10.00

Amend Remove

Add Another Service Continue

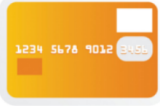
To top up another pupil's account within this transaction select **'Add Another Service'** and repeat steps 2-6 of these instructions.

7. Once you have opted to continue, the payment option screen will be presented to you. Please select the **'Pay Using a Card'** option as shown 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.

Please choose from the payment methods below.

NB In order to store cards within the Wallet, you must first register for the service using a Google Login. Please be aware that the Google Login account and the storing of Card data IS NOT the responsibility of Bridgend County Borough Council and by setting this up you will be subject to the Google Login terms and Conditions.








Pay using a card ←
Pay using a card, but do not store the details.



Pay using the Wallet
Pay using a stored card, add a new one or register for the first time. We use Google Sign in for security.

Back

8. You are now at the card detail page. Please enter your details and select the **'Continue'** option as indicated below.



All fields marked * are mandatory

Amount £10.00

Card Number*

Expiry Date* /

Security Code*

9. You will be taken to the 'Additional Information page'. Please be aware that you need to complete the fields that are marked with *, which is the 'Card Holder Name' field. All other fields are optional; however by entering your email address at this stage, a receipt of payment will be forwarded to you.

IMPORTANT: 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.

Once this page has been completed, select the 'Continue' option as shown below:

Additional Information

All fields marked * are mandatory

Cardholder's Name* ✕ 🔒

Address 🔒

Postcode

If you provide an email address below, we will send you an email confirming your payment.

E-Mail

Confirm E-Mail

10. The following payment confirmation screen will be presented to you. Select the 'Make Payment Option' as indicated below:

Payment Confirmation Page

You are about to make a payment to [Bridgend County BC](#) for the transaction shown below.

Please check that these details are correct and then either click on the "Make payment" button to continue with your payment or click on "Back" if any details need to be amended.

Once you click on "Make payment" your transaction will be authorised on-line. This will typically take about six seconds but various factors can affect the actual time taken. Please refrain from clicking on any other browser buttons or navigating to other sites while this process takes place. If the process stops responding for any reason then we recommend that you simply close your browser.

Purchase Details

Please check that the purchase details below are correct.

Description	Reference	Name	Price
Lower Brynteg - Pupil School Meals	N/A	JOE BLOGGS	£10.00
Total			£10.00

Card Details

Please check that your card details are correct

Card Number *****1111
Cardholder FRED BLOGGS
Expiry Date 03/20

