



## Online School Payment Facility



We have introduced a facility to allow you to pay school expenses securely online with your debit or credit card.

**\*\*\*We would encourage ALL parents to avail of this facility\*\*\***

### ACCESS EASY PAYMENTS PLUS (EPP)

- Access the school website's Easy Payments Plus page;
  - Go to [www.blackrockcollege.com](http://www.blackrockcollege.com) and click on the PAYMENTS button at the top right hand corner or,
  - Go direct to <https://www.blackrockcollege.com/easy-payments-plus>
- Click on the Easy Payments Plus button to go to the Blackrock College EPP login page.

### ACTIVATION – PLEASE ACTIVATE YOUR ACCOUNT AS PROMPTLY AS POSSIBLE:

IMAGE 1

The screenshot shows the EPP login page. At the top is the 'easy payments plus' logo. Below it is a yellow notification box with the text 'If you have not already done so please activate your account now' and a red 'Activate' button circled in red. Below the notification box are two input fields: 'E-Mail' with the placeholder 'Enter Email Address' and 'Password' with the placeholder 'Enter Password'. At the bottom is a dark green 'Login' button and two links: 'Change Password' and 'Forgotten Password'.

- On the EPP login page [see Image 1], select **Activate Account** on the menu at the top of the screen.
- You are asked for YOUR mobile phone number and YOUR surname [see Image 2]. EPP will look to match your information against the school's EPP database. If a match is successful, then you will be sent a text.  
(Note: There is one parent assigned per family account. This means that the account has been initially set up in one parent's name and this must be the parent who activates the account.)
- You will then receive an activation code via text message to your phone.
- Input this code together with your preferred email address and a password to activate your account. [see Image 3]
- You can then use this email address and password to login and make payments.

IMAGE 2: INPUT PARENT MOBILE NUMBER AND SURNAME (AS PER THE SCHOOL'S RECORDS).

Please enter your mobile phone number and Surname below.

An activation code will be sent to your mobile phone.

Please use this code on the next screen to activate your account.

Mobile Number

Surname

**Request Account Activation**

IMAGE 3: COMPLETE YOUR ACCOUNT ACTIVATION BY FILLING OUT THE ACTIVATION FORM

Mobile Number

E-Mail Address

Activation Code

New Password

Retype New Password

Tick if you want to receive text notifications from Demo School AAAA

Tick if you want to receive email notifications from Demo School AAAA

Check this box to agree to our terms and conditions

**Activate Account**

## PAYMENT

- On the EPP login page, login using the email address and password you input during account activation.
- Follow the instructions to select the item(s) to pay and enter your card details.
- You will receive a receipt via email for every payment you make.
- From then on you can login to your account at any time and look at payments you have made and any instalments you have setup.

## SECURITY

- All payments are processed using SSL (Secure Socket Layer) technology, which ensures the security of the transaction as it is being processed.
- All payments are processed by a PCI (Payment Card Industry) compliant payment processor, which ensures all card holder's data is managed securely.
- Easy Payments Plus has updated its policies, processes and procedures to ensure that student data is held in a GDPR compliant manner.

If you have difficulty with activation please see the FAQ's on the next page. For further Easy Payments Plus queries contact us at [easypay@blackrockcollege.com](mailto:easypay@blackrockcollege.com).

## FAQ

Q. I LOGGED IN TO EPP BUT I CAN'T SEE A 'BLACKROCK COLLEGE' OPTION.

You must activate your Blackrock College EPP Account even if you have an EPP account already. Please click on the Easy Payments Plus School Account button on the school website's Easy Payments Plus page, and then click the pink 'Activate' button.

Q. ERROR MESSAGE SAYING 'NO RECORD FOUND'

You have put in your mobile number and surname to activate your account and get an error message saying 'No Record Found'...

First check the spelling and number are correct. There is one account per family, and they can only be set up in one parent's name. It could be that your son's other parent is named on the account and in that case they will need to activate it. Alternatively, if you go by another name in the school (e.g. maiden name/married name) please try that.

If you are still having problems please contact the school at [easypay@blackrockcollege.com](mailto:easypay@blackrockcollege.com).