



# 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\*\*\***

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## ACCESSING EASY PAYMENTS PLUS (EPP)

- **School website:**
  - Go to the Blackrock College [website](#)
  - On top menu select **PAYMENTS** > click the **PAY NOW** button on the Payments webpage
  - OR, click **PAY NOW** button in the footer of the website
- **Edulink:** Login into [Edulink](#) > Easy Payments Plus button available in **LINKS** section
- **Direct Link:** <https://pay.easypaymentsplus.com/loginv3.aspx?id=678>

If you have any questions do not hesitate to contact the school at [easypay@blackrockcollege.com](mailto:easypay@blackrockcollege.com)

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

- Click on the Easy Payments Plus button on the school's website.
- Select **Activate Account** on the menu at the top of the screen.
- You are asked for YOUR mobile phone number and YOUR surname.
- 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.
- You can then use this email address and password to login and make payments.

### Note 1:

One parent per family is assigned as an account holder, if your details do not work please enter the other parents details.

### Note 2:

**\*Parents with Irish (+353) mobile numbers** are able to activate their own accounts.

**\*Non-Irish Mobiles:** Parents assigned as account holders who have mobile numbers from other counties are to skip these activation instructions. Instead the account holder will have received an email earlier this week from Easy Payments Plus called "Registered with Blackrock College" to authorise and complete their activation.

The account holder could share their login details with the other parent so both can log into the system. Just to be aware, payment request emails sent from Easy Payments Plus will be delivered to the email address on the account. Payment requests are sent for courses, activities and products with limited availability.

Note, Easy Payments Plus does not hold or retain credit/debit card information.

## ALREADY HAVE AN EASY PAYMENTS PLUS ACCOUNT WITH ANOTHER SCHOOL/CLUB?

If you are logged into your other Easy Payments Plus account please log out of it first before activating your Blackrock College Easy Payments Plus account. Once activated, the next time you sign into EPP a dropdown list will appear allowing you to select the school/club you wish to open.

## FORGOT/RESET YOUR PASSWORD?

Click on the *Forgotten Password* link on the [Easy Payments Plus login page](#). An email will be sent to you, follow the steps to reset your password.

## CHANGE THE ACCOUNT HOLDER

The account holder can be swapped to the other parent upon request. Please contact [easy pay@blackrockcollege.com](mailto:easy pay@blackrockcollege.com).

## PAYMENTS

- Login into your Easy Payments Plus account
- On the homepage there will be a dropdown list option. Select the 'All' option to see all available items to purchase, or select any of the other options to filter by category.
- Click Add to Bill button to select an item and follow the instructions 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.
- Items which have limited availability, e.g. Night Study places, will not be available to purchase on the homepage. Successful applicants will be sent a payment request email from Easy Payments Plus.

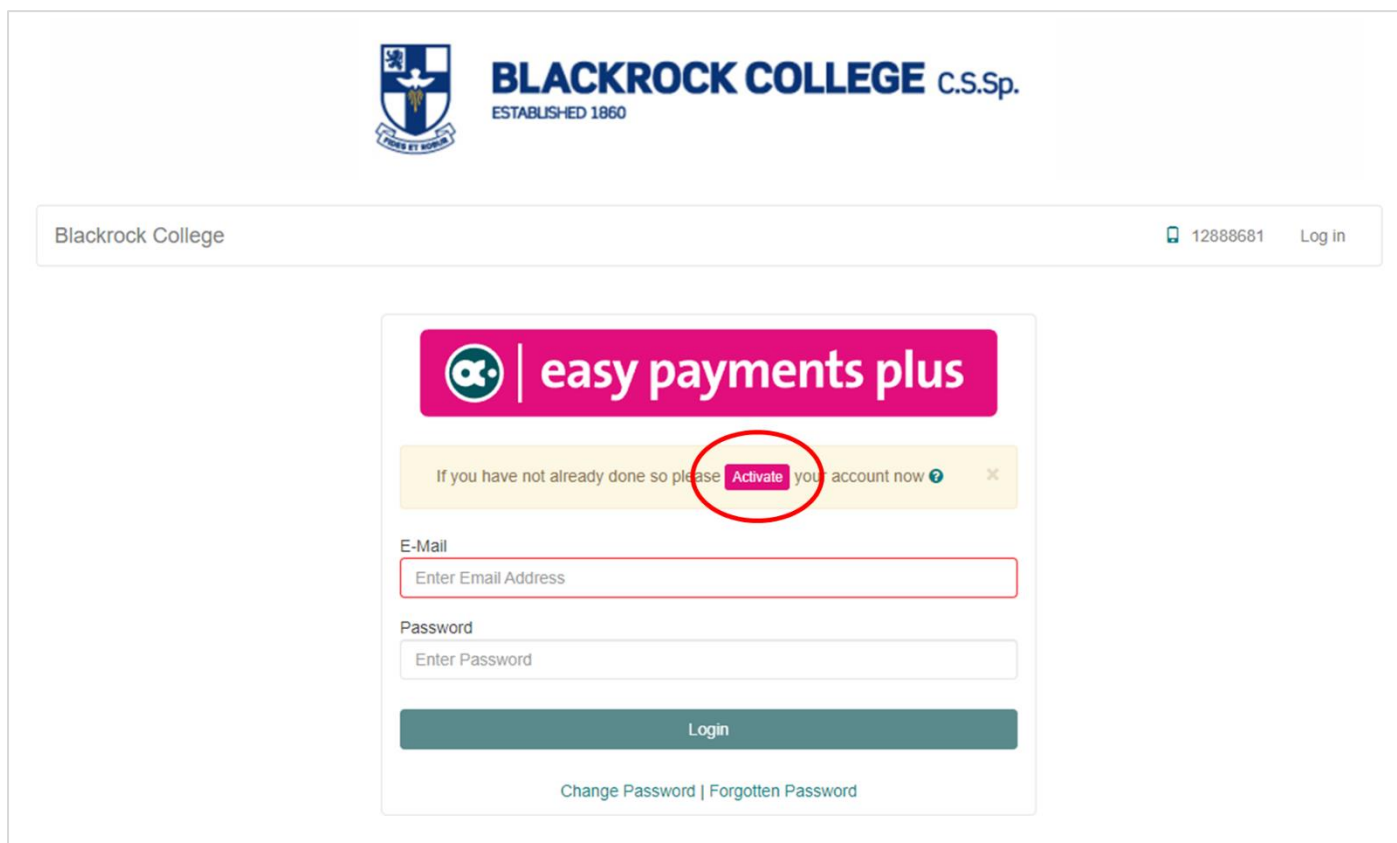
## SECURITY

- 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.

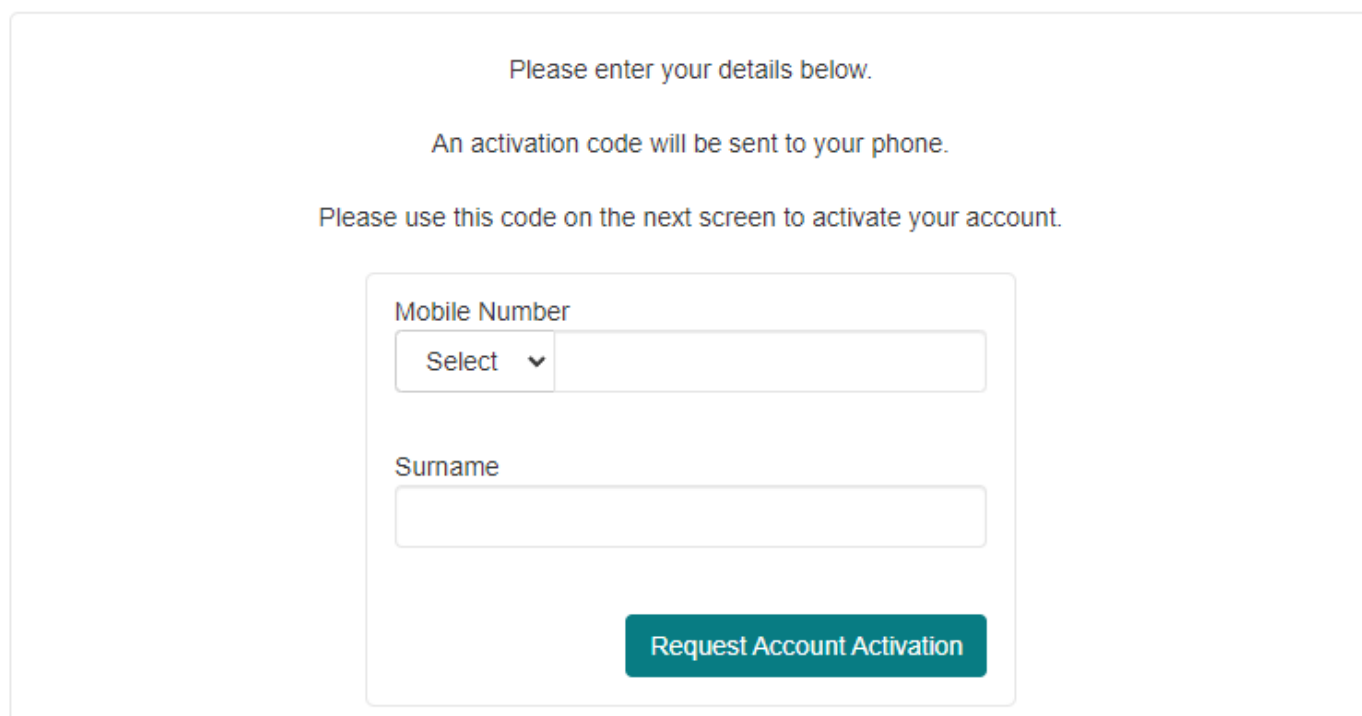
## INSTRUCTIONS: HOW DOES A PARENT ACTIVATE THEIR ACCOUNT?

Only for those with Irish mobile numbers. Parents with non-Irish mobile numbers please refer to Page 2, Note 2.

1. Click [Blackrock College's Easy Payments Plus](#) to go to the school's account, or click the Easy Payments Plus button at the bottom of the Blackrock College's website.
2. On the Easy Payments Plus login page, click on **Activate** button



3. Input your mobile and surname (as per the school's records)



4. Easy Payments Plus will try to match the above data against the school's EPP database. If a match is successful, then the parent will be texted a code to their mobile phone.

**Note:** If you see the error message below recheck the details you have entered. Or enter the other parent's mobile and surname as they may be the assigned account holder.

Please enter your details below.

An activation code will be sent to your phone.

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

Mobile Number

+353 ▼ 860000000

Surname

Smith

No record found. Please check your Surname and contact number. If your Surname contains any punctuation please try both with and without. If unsuccessful, please contact Blackrock College at +353-1-2888681 to verify your details are correct

Request Account Activation

5. The parent then completes their account activation by inputting the data on the screen below.

**Note:** Please ensure the email notification box is ticked. Payment requests for items/courses with limited spaces are sent from Easy Payments Plus via email.

Mobile Number

851234567

E-Mail Address

Activation Code

New Password

Retype New Password

☐ Tick if you want to receive text notifications from Blackrock College

☐ Tick if you want to receive email notifications from Blackrock College

☐ Check this box to agree to our terms and conditions

☐ Please Read Our Terms & Conditions and Data Privacy Policy then tick here to Agree

Activate Account