

## Making an Online Payment via the School Gateway

- [www.schoolgateway.com](http://www.schoolgateway.com)
  - **New User** (first time)
    - Enter email address
    - Enter mobile number
    - Click Send PIN
  - **Existing User**
    - Enter email address
    - Enter PIN (sent in text message after registering)
    - Log In
- Pick child (if more than one child in school will need to select)

### **Lunch Money**

- Lunch money
- Top-up Lunch money
- Add school lunch to basket
- Enter amount (minimum £5.00)
- Add to basket
- View basket
- Proceed
- Select payment method
- Enter card details
- Confirm

### **Trip Payments**

- Pick child (if more than one child in school will need to select)
- Payments
  - Select item, ADD to basket
  - Enter amount
  - Add to basket
  - View Basket
  - Proceed
  - Select payment method
  - Enter card details
  - Confirm