

Dear Parents and Carers,

This document provides guidance about registering for our cashless payment system, iPayimpact, which is used to make payment for canteen purchases as well as school trips and activities.

In order to use the iPayimpact website you will need to set up an iPayimpact account. Please contact the finance office at finance@newlandsgirls.co.uk to request the unique Child Account Reference code for your child; you will need this during set-up.

Registration instructions

Please note that if you already use iPayimpact for a child at another school, you do not need to register again, you can simply link your Newlands daughter to your existing account, so please skip this section and go 'Link additional child accounts' on the next page. Likewise, if you have more than one daughter at Newlands, you will only need to register once.

To register, go to <https://www.ipayimpact.co.uk> or download the iPayimpact app from your usual app store, such as Apple App Store or Google Play:



iPayimpact

- Click on Register
- Enter the Child Account Reference (obtainable from the finance office). Please note this is case sensitive and you will need to enter the bracket sign at the end of the reference.
- Enter a Username – this is what you will use to login to your account so please make a note of this, or ensure you choose something that you will remember.
- Enter a valid email address – this will be used to send your payment receipts and activation details of your account.
- Confirm the email address by entering it again.
- Enter a memorable password, then re-enter in the password confirm box below.
- The 'Maths Test' field asks you a simple maths question to screen for bots – please enter the answer in the 'Maths Test Answer' box underneath.
- Agree to terms – please tick this box. You can view the terms as required at the link underneath.

An email containing an activation link will now be sent to the email account that you have entered during registration. Please check your junk folder if this is not visible. Please activate your account by clicking on the link; this will allow you to login using the credentials you entered during the registration process.

By clicking on the three-line icon in the top left of the screen on the app (or on the website, the blue circle containing your initials at the top right of the screen), you can:

- Update and save your personal information in 'My Profile'
- Update your notification settings in 'Notification Preferences', and
- Click on 'My Cards' then 'Add new card' to register your payment card.

Link additional child accounts

If you have other children using iPayimpact at Newlands or at another school, please login to your account and follow the instructions below:

- Login to your iPayimpact account.
- From the home screen, select 'Link an account'
- Enter the Child Account Reference for the child to be added to the account.
- The school name for the account will then show on the screen.
- Select 'Link Account' to confirm.

How to top-up your daughter's school meal balance

- From the home page select top-up meals
- Select child
- Enter the top-up amount
- Add to basket
- Proceed to basket and checkout

You will receive an email receipt of your payment once it has been authorised. It is important to keep your daughter's school meal balance topped-up if they wish to purchase food from the canteen. We are not in a position to authorise an overdraft facility for students. To ensure your daughter's account remains topped-up, you may wish to use the '**Automatic Payment**' facility on iPayimpact which you can set to automatically top-up the account when the balance falls below a certain level.

Free School Meals

If your daughter is entitled to free school meals, her account will automatically be credited with the allowance on a daily basis: iPayimpact ensures anonymity for your daughter. If your she needs a top-up to this amount, you will need to credit her account as described above.

There are instruction videos for various aspects of iPay available at [iPayimpact - YouTube](#) and also some FAQ's on our website at [Useful Information - Newlands Girls' School](#). If after referencing these you have any further questions regarding iPayimpact, please contact us on 01628 502674 or on office@newlandsgirls.co.uk.

