

# INTERNET PAYMENTS

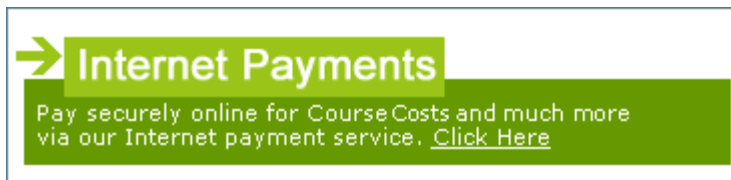
## USER INSTRUCTIONS

### Contents

1.	Connect to the Internet Payments Website	1
2.	Select a student	2
3.	Paying course costs	2
4.	Proceed to Checkout	2
5.	Enter payment and contact information	2
	a. Billing address	2
	b. WorldPay Secure Payment	3
6.	View/amend your account details	4
	Order History	4
	Address details	4
	User Name/Password	4
	Logout	4

## 1. **Connect to the Internet payments website**

- Load your Internet browser (*this might be Internet Explorer or Mozilla Firefox*).
- To allow you to use the college Internet Payment website you **must** have 'cookies' enabled. If you have trouble accessing the site you may need to enable 'cookies' using the information below. You only need to follow this procedure once.
  - A cookie is a file that is stored on your computer. It contains the address of the Web site and codes that your Internet browser sends back to the Web site each time you visit a page there. Cookies do not usually contain personal information. The following website gives instructions on how to enable cookies in your web browser: <http://www.google.com/cookies.html>
- After you have enabled cookies, enter the website address supplied by the college – [www.gmc.ac.uk](http://www.gmc.ac.uk)
- Click on the Internet Payment button:

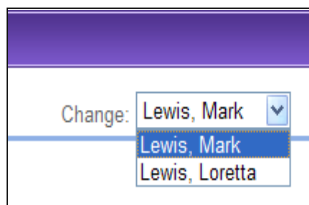


- Click on Create new Account (unless you have already accessed the system).
- Enter your email address and a password.
- Confirm the password.
- Enter the pupil link code detailed in a recent letter from the College.
- Enter your billing address details (these need to match the address on the credit/debit card that will be used for making online payments).
- Click to confirm.
- **Log on** to your email account and click on the link to activate the account (if the email doesn't appear in your Inbox, you should check your Junk Email folder).
- The **Accounts payment** screen for your son/daughter is displayed. The system we use calls course costs "trip payments".

---

## 2. *Select a student*

- Your son/daughter's name is displayed on the screen. If you wish to make a payment against a sibling, select their name from the **Change** drop down box.



---

## 3. *Paying course costs*

### Course cost payments

- The courses that your son/daughter is currently on are displayed, together with the amounts **Owing** and **Paid**. Course cost payments will not be displayed if they are not applicable to your son/daughter. However, **we have recently updated the system to enable you to pay for exam re-sits on line.** Consequently you may see a list of all re-sit options as a pick list – **please only select these as appropriate.**
- To make a course cost payment, enter an amount in the **Enter payment amount** field. Click on **Add To Basket**.

---

## 4. *Proceed to checkout*

- Click on **Checkout**. The contents of **Your Basket** will be displayed.
- Click on **Edit** to edit items selected for purchase, if required.
- Click on **Back** to continue shopping.
- Click on **Checkout** to place the order and enter the payment details.

---

## 5. *Enter payment and contact information*

### a. **Billing address**

The **Billing Address** should match the details entered on sign-in. Change any information if necessary.

The address must match the billing address for your credit/debit card.

Emails will be sent to the email address entered to:

- Confirm payment by Bank.
- Confirm items paid for.

- Click on **Place Order**.

## b. WorldPay Secure Payment Page

The **WorldPay Secure Payment Page** is displayed.

- Click on your payment method.

**WorldPay**

Help FAQs Security

### Secure Payment Page

This payment page has been created by WorldPay for the supplier. Please review your purchase details, then select a card or payment to proceed to the next page.

Description Your purchases  
Amount £155.20

Select your payment method

MasterCard Visa Delta Visa Electron Visa Purchasing JCB  
Solo Maestro UK

Cancel

MasterCard SecureCode  
www.mastercard.co.uk/securecode

KNOWING THAT NO-ONE ELSE IS USING YOUR CREDIT CARD ONLINE

payments powered by **WorldPay** WorldPay is part of the Royal Bank of Scotland Group. For help with your payment visit the: [WorldPay Help](#).

© 2006 WorldPay Limited

- Enter your **Card Details**.
- Click on **MAKE PAYMENT**.

### Card Details

You must fill in fields marked with \*

\* Card number 012345678910  
Security code 999  
\* Expiry Date 03 2013  
\* Cardholder's Name James Smith

START AGAIN CANCEL PURCHASE MAKE PAYMENT

### Refunds and Returns

For more information visit our [refund and returns policy](#).

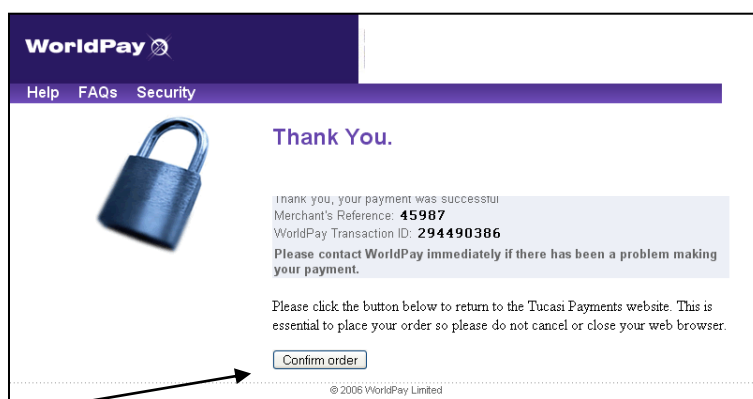
payments powered by **WorldPay** WorldPay is part of the Royal Bank of Scotland Group. For help with your payment visit the: [WorldPay Help](#).

The payment is processed.

You must click on **Confirm order** to complete the transaction.

Do not cancel or close your web browser.

You must click on **Confirm order** to complete the transaction.



Your order will be displayed.

You will receive email confirmation to the address provided by you:

1. to confirm the payment from your bank.
2. to confirm the items paid for.

---

## 6. *View/amend your account details*

- Click on **Your Account**.
- Your son/daughter's **Order History** is displayed.
- Click on an **Order Number** to display the details of that order.
- Click on **Addresses** to view/amend the Billing Address details.
- Click on **User Name/Password** to amend the account login information.
- Click on **Logout** to exit the Internet payment system or select **Logout** at the top right of the screen.

---

**For further enquiries, or to cancel an Internet payment (ask for Finance Office), please contact the college 01256 417500.**