How to Navigate the School Money Website

These instructions are, to help you to navigate the School Money website, and to help you to make best use of School Money, which is a very useful and secure way to pay online for school dinners, clubs, trips and other items including the Swim Play sessions and swimming pool tiles. As you will be aware, Upton are working towards operating a cashless office, to make us more secure and efficient.

During the February half term holiday, School Money rebranded as Eduspot. It is the same company with the same website, just a different look and a different name.

To log on to the payment website

Start off by logging on to either www.schoolmoney.co.uk or www.eduspot.co.uk. If you choose www.schoolmoney.co.uk you will automatically be redirected to www.eduspot.co.uk

Click on the blue 'SIGN IN' button in the top right hand corner.

This will then give you a drop down box with 5 options.

Click on the '**schoolmoney parent login'** button which is at the bottom of the 5 options. If you click on the 'Schoolmoney School Login' you will be taken to the admin side, which is what we use in the school office, and you won't be able to pay for any of your items.

Once you have clicked on '**schoolmoney parent login'**, you will be taken through to the login page which should look more familiar to you.

You will be asked to input your:

- **mobile phone number**
- **email address**
- **password (issued by School Money)**
- **your child's name**

These details will need to match those that were used to set up your account originally. If you have any problems logging in, please contact the School Office and we can check to see which mobile number and email address has been used to set up your account. We can also issue a password reminder if you don't have your password to hand.

Then click on the **'go'** button and you should be logged in.

To make payments

You will now see a list of options in a green box on the left hand side. These are:

- **Payments** – where you can pay for school trips, in instalments
- **Dinners**
- **Clubs** – breakfast club and the Upton Ship After School Club
- **School Shop** – where you can pay for items including parent lunches, Swim Play sessions (years 4,5 and 6), swimming pool tiles and more
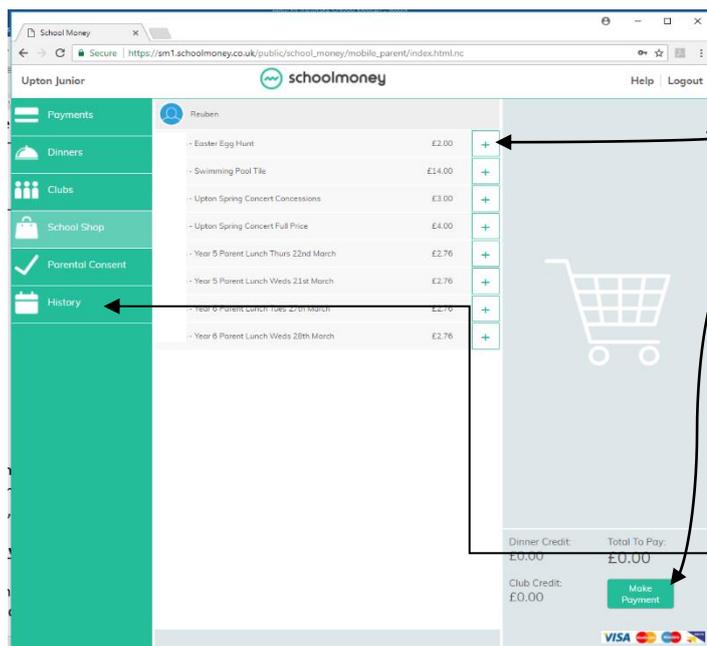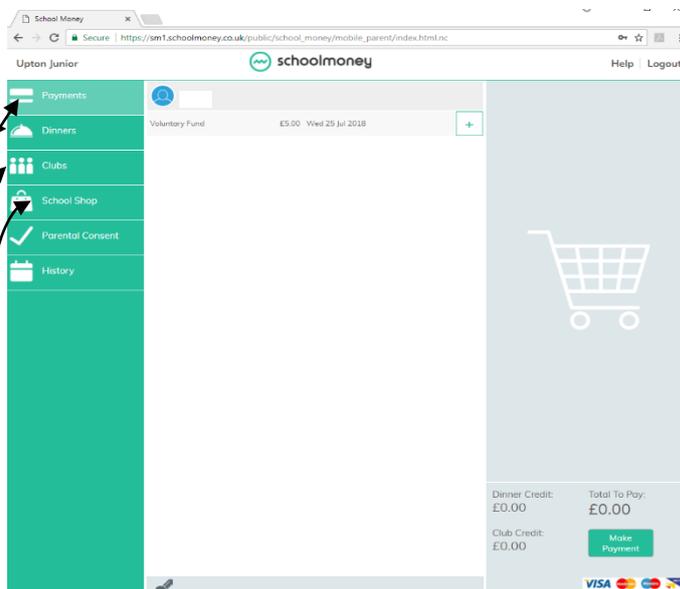
Simply locate the item that you would like to pay for, click on the '+' on the right hand side, and the item will be added to your basket. Once you have selected all of the items that you would like to pay for, you can proceed to the checkout where you can pay by debit or credit card.

To view what you have paid for

While you are logged in, click on the 'History' button and you can view all of the items that you have paid for previously.