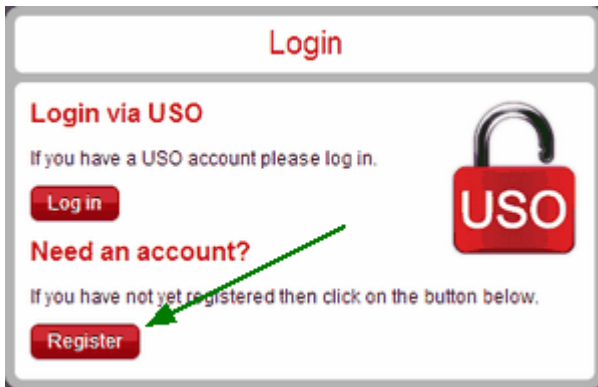


Instructions for registering with the School Shop for on line payments

1. Log on to the website address below or follow the link to "School Shop" included in the main St Richard Reynolds College website.

https://payments.atomwide.com/srcc_high

2. Click the Register button inside the Login box and a registration wizard will guide you through the process.



3. The next screen will display the school name and the Local Authority. Click Next.


4. You will now need to enter the child's USO username. This is provided in the attached letter.
5. You will also need to enter the same mobile phone number that has been given to the school. You will also need to have the phone to hand as you will receive a text to enable you to proceed.

6. The following page will ask you to confirm that the name shown is correct.
7. Click Next to proceed.

Parent registration

Click on your name below to select it. (If more than one option appears, perhaps because you share a mobile phone with your partner, make sure that your name is the one selected.)

Name:



8. At this point, a PIN code will have been generated and sent as a text to your mobile phone. This should arrive within a few minutes.
9. If after an hour a text message has not been received, the parent can use the "click here" link to request the code to be issued again.
10. Once received, the 8-digit code needs to be entered correctly into the text box. Click Next.

Parent registration

Please enter the PIN code you have received into the box below.

If the PIN has not arrived after an hour, then you can request that it be re-sent by clicking [here](#).

PIN:



11. The next screen will allow a new account to be created for you to use to log into the site.
12. If you already have a USO account (you will wither have obtained one via the eAdmissions process that you used to apply for the school or if are employed by a school) you can enter your account details here instead of creating a new one.
13. If you do NOT have a USO account, the username and password fields should be left empty and you should proceed to the next screen.
14. Click Next.

Parent registration

If you already have a personal USO account, then enter your username and password below. (Your username will typically look like: smith0123.uso or smith123.987)

If you have previously applied for school places online at www.eadmissions.org.uk then you will be able to use the username and password from that site.

If you do not have a USO account, just click **Next** and one will be created for you.

Username:


Password:

15. Please enter a valid email address which will be used to contact you if required.

Parent registration

Please provide a personal email address which can be used to contact you if required.

Email address:



16. If you did not previously have a USO account you will need to create a password.
17. Once the password has been entered (in the same way, twice), click Next.

18. This finalises the account creation process.

19. This screen shows the you the new username for the account (highlighted in red). Please make a note of your username and password. You will be given the option to receive this information by text message for future reference.

20. When you log into the School Shop site, you will be presented with various tabs that include details of any money that you owe.

21. The “Dinner Money” tab will show you the two payment options that are included in the attached letter. The account balance that is shown in red shows the dinner money charges that have been incurred to date based on the days your son / daughter has attended this term.

Please note the following:

If you have 2 or more children in the school, you will only need to register once. The other children should automatically get linked to you based on the initial registration.

Please be aware that our school does not have access to your account details other than the usernames. Therefore, if you forget your password, we will not be able to reset it for you.

If you forget your password, please repeat the registration process. The system will be aware that you have registered previously and will allow you to simply create a new password. You can do this online at any time by clicking the Register button.

If you change your email address or mobile number, please let the school office ASAP. The information in your user accounts will then get updated automatically.

Transaction charges

Payments made by debit card will incur a charge of 25 pence.

Paying by credit card will incur a charge of 1.35% of the payment value.

Please note that these charges are passed on by the bank and not the school.