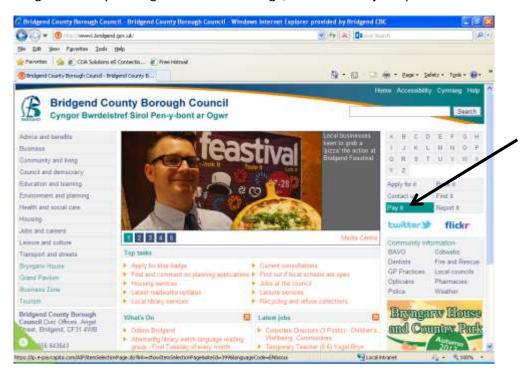**PUPIL SCHOOL MEALS –INTERNET PAYMENTS**

1. From the Bridgend County Borough Council Home Page, Select the '**Pay it'** option as indicated below:

2. You will be directed to the Authority's Payments Page. Select the **'Secondary School Meals'** option, as indicated below:

3. From this option you will be directed to a list of schools. Select the required school from the list as indicated below:
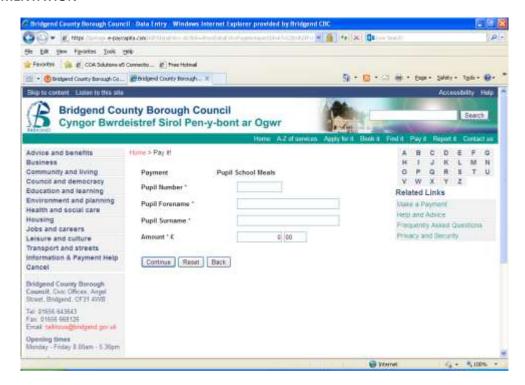

4. The below page will be displayed. Select the **'Pupil School Meals Option'** as indicated:

5. You are now at the stage of starting the payment. Enter the **'Pupil Number'**, **'Pupil Forename'**, **'Pupil Surname'** and **'Amount'**. Once completed select the **'Continue'** option as indicated below.

Please be aware that **ALL** fields are mandatory and must be completed to make a payment.

NB. THE PUPIL NUMBER IS THE NUMBER THAT HAS BEEN PROVIDED TO YOU IN THIS DOCUMENTATION
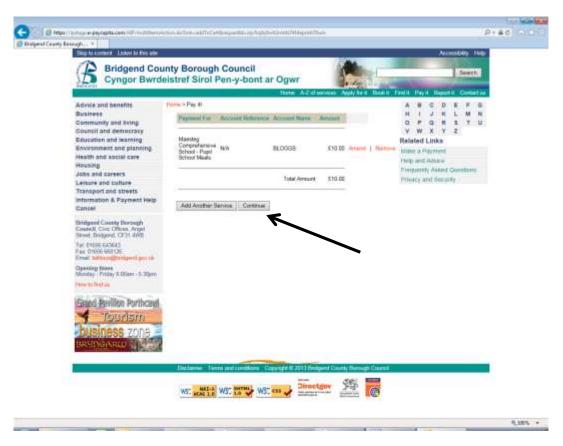

See below example of a completed page:

6. You will be presented with a page where you clarify the details entered. To continue with the payment select the **'Continue'** button as indicated below.

   To top up another pupil's account within this transaction select **'Add Another Service'** and repeat steps 2-6 of these instructions.

7. Once you have opted to continue, the payment card screen will be presented to you. Please enter your details and select the **'Continue'** option as indicated below.

   NB: The pupil name will default through to the 'Card Holder Name' field. Please remove this and replace with the name stated on the payment card.

8. Below is an example of a completed payment card page. By entering your email address a receipt will be sent to you confirming your payment.

9. The following payment confirmation screen will be presented to you. Select the **'Make Payment Option'** as indicated below:

Accessibility   Help

Bridgend County Borough Council
Cyngor Bwrdeistref Sirol Pen-y-bont ar Ogwr

Search

Home   A-Z of services   Apply for it   Book it   Find it   Pay it   Report it   Contact us

Advice and benefits
Business
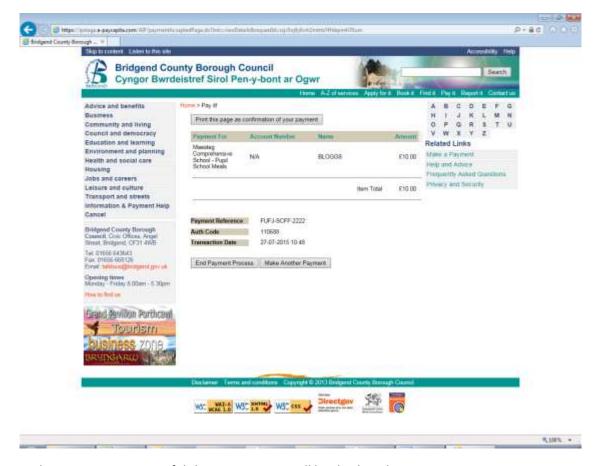Community and living
Council and democracy
Education and learning
Environment and planning
Health and social care
Housing
Jobs and careers
Leisure and culture
Transport and streets
Information & Payment Help
Cancel

Bridgend County Borough
Council, Civic Offices, Angel
Street, Bridgend, CF31 4WB

Tel: 01656 643643
Fax: 01656 668126
Email: talktous@bridgend.gov.uk

Opening times
Monday – Friday 8.00am – 5.30pm

How to find us

Home > Pay it

Print this page as confirmation of your payment

Payment For	Account Number	Name	Amount
Maesteg Comprehensive School - Pupil School Meals	N/A	BLOGGS	£10 00
		Item Total	£10 00

Payment Reference	FUFJ-SCFF-2222
Auth Code	110688
Transaction Date	27-07-2015 10 48

End Payment Process   Make Another Payment

A B C D E F G
H I J K L M N
O P Q R S T U
V W X Y Z

Related Links

Make a Payment
Help and Advice
Frequently Asked Questions
Privacy and Security

Disclaimer   Terms and conditions   Copyright © 2013 Bridgend County Borough Council

10. Once the payment is successful the receipt page will be displayed.

IT IS IMPORTANT THAT YOU GIVE 24 HOURS FOR THE MEAL ACCOUNT TO BE UPDATED AFTER PAYING VIA THE INTERNET