

Larbert High Online Payment Help Sheet

1. Use the link from the website or [here](#) to open the Falkirk Council Payment page.

Falkirk Council

Information & Payment Help

Welcome to the Capita Software Services 24 hour secure Internet payments service. You may make a variety of payments using this secure site with most major credit or debit cards.

Please select a service you wish to pay for from the following list:

Items

- Council Tax
- Rents
- Rates
- Sundry Debtors
- Miscellaneous Payments
- Miscellaneous Schools

Security Information

All online card payments are protected by Secure Socket Layer (SSL) with an encryption key length of 128 bits, which is the highest level commercially available. Your payment card details are directly processed by the Payment Management Division of Capita Software Services, a leading provider of secure online payments services to local government, and are not collected nor accessible by the Council.

Capita Software Services' online payment management solutions are independently and rigorously security assessed, and are certified by Visa and MasterCard as a Payment Card Industry Data Security Standard (PCI DSS) Level 1 payment processor. Further information about this payment card security standard can be found at https://www.pcisecuritystandards.org/security_standards/pci_dss.shtml

© 2011 Falkirk Council

2. Select **Miscellaneous Schools** and then **Larbert High School**
3. Choose the required payment from the drop down list (in this example **School Events**)

Falkirk Council

Information & Payment Help

Welcome to the Capita Software Services 24 hour secure Internet payments service. You may make a variety of payments using this secure site with most major credit or debit cards.

Please select a service you wish to pay for from the following list:

Items > Miscellaneous Schools

- Bo'nness Academy
- Denny High School
- Falkirk High School
- Graeme High School
- Grangemouth High School
- Larbert High School

Select One (dropdown menu)

- Select One**
- Schools Meals
- School Events**
- Home Economics

Secu Design Engineering and Technology

All online card payments are protected by Secure Socket Layer (SSL) with an encryption key length of 128 bits, which is the highest level commercially available. Your payment card details are directly processed by the Payment Management Division of Capita Software Services, a leading provider of secure online payments services to local government, and are not collected nor accessible by the Council.

Capita Software Services' online payment management solutions are independently and rigorously security assessed, and are certified by Visa and MasterCard as a Payment Card Industry Data Security Standard (PCI DSS) Level 1 payment processor. Further information about this payment card security standard can be found at https://www.pcisecuritystandards.org/security_standards/pci_dss.shtml

© 2011 Falkirk Council

- Complete the form and click **Continue** (Fields marked with an * must be completed)

Falkirk Council
Information & Payment Help

Payment **School Events**

Name of Event *

Date of Birth DDMYY *

Registration Class *

Pupil's Name *

Pupil's Address1 *

Pupil's Address 2

Pupil's Address 3

Pupil's Address 4

Pupil's Postcode *

Amount £

If you wish to send a message with your payment, please use the message box below.

Message Box
(maximum 50 characters)

© 2011 Falkirk Council

- At this point you will be given a summary of the payment added. You can **amend** or **remove** the payment you have entered, **add another payment** (by returning to payment menu - see step 6) or **continue** to enter card details (step 7).

Falkirk Council
Information & Payment Help

Payment For	Reference	Account Name	Amount	
Larbert High School - School Events	See Tran-ID	John McClane	£20.00	Amend Remove
Total Amount			£20.00	

© 2011 Falkirk Council

6. If you wish to **add another payment**, select **return to payment menu** and repeat steps 1-5. A summary of all your payments will be shown.



The screenshot shows the Falkirk Council website header with the council logo and name. Below the header is a blue bar with the text "Information & Payment Help". The main content area displays a table with the following data:

Payment For	Reference	Account Name	Amount	
Larbert High School - School Events	See Tran-ID	John McClane	£20.00	Amend Remove
Larbert High School - Design Engineering and Technology	See Tran-ID	Jessica McClane	£10.00	Amend Remove
Total Amount			£30.00	

Below the table are two buttons: "Return to Payment Menu" and "Continue". At the bottom left of the page, there is a copyright notice: "© 2011 Falkirk Council".

7. Enter your debit/credit card details in the relevant areas (Fields marked with an * must be completed) and select **continue**. You will be able to confirm your details are correct at the next stage.




The screenshot shows the Falkirk Council website header with the council logo and name. Below the header is a blue bar with the text "Information & Payment Help". The main content area displays a form for entering credit card details. At the top of the form, there is a warning: "Please note that credit card payments are limited to £16,000. No limit is applied to debit card payments." Below this, there are logos for Maestro, MasterCard, and three types of VISA (ELECTION, CREDIT, and another CREDIT). The form includes the following fields and labels:

- Amount** £20.00
- Card Number*** (input field)
- Card Holder Name*** John McClane (input field)
- Expiry Date*** (dropdown menu / dropdown menu)
- Issue Number** (input field)
- Start Date** (dropdown menu / dropdown menu)
- Security Code*** (input field) - Please enter the 3 digit security code printed on the back of your card
- E-Mail Address** (input field) - Please enter a valid e-mail address if you would like to receive an electronic receipt for your payment
- Confirm E-Mail Address** (input field)

At the bottom of the form are three buttons: "Continue", "Back", and "Reset". Below the form, there is a note: "Note: Clicking on the links below will open a new browser window". At the bottom of the page, there are logos for MasterCard SecureCode, Verified by VISA, and Trustwave Trusted Commerce. At the bottom left of the page, there is a copyright notice: "© 2011 Falkirk Council".

8. A payment summary will show you a list of all your payments, amounts, card details and email address. To confirm the payment click [Make Payment](#).

 **Falkirk Council**

Please note that credit card payments are limited to £16,000. No limit is applied to debit card payments.

Account Details

Please Confirm Your Payment Details Before Proceeding

You are about to make a payment for the transaction shown below. Please check that these details are correct and then either click on the 'Make Payment' button to continue with your payment or click on 'Back' if any details need to be amended.

Once you click on 'Make Payment' your transaction will be authorised on-line. This will typically take about six seconds but various factors can affect the actual time taken. Please refrain from clicking on any other browser buttons or navigating to other sites while this process takes place. If the process stops responding for any reason then we recommend that you simply close your browser.

Payment For	Reference	Name	Quantity	Amount
Larbert High School - School Events	See Tran-ID	John McClane	1	£20.00
Larbert High School - Design Engineering and Techn	See Tran-ID	Jessica McClane	1	£10.00
				Total £30.00

Card Details

Card Number: *****1275
Card Holder: Jack McClane
E-Mail: jack@email.com
Expiry Date: 1113

© 2011 Falkirk Council

9. The payment has now been sent and you can print a confirmation (if required) by clicking [Select to Print Receipt](#).