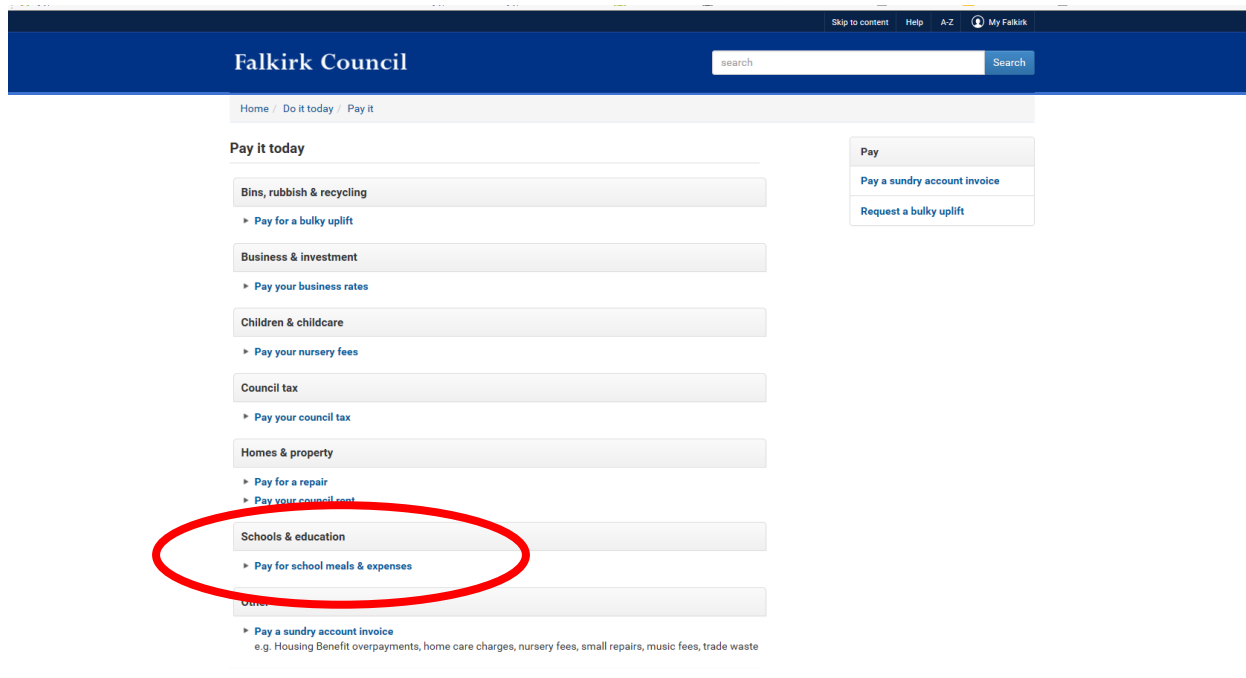


Online Payment Instructions: Alton Towers Reward Trip

Step 1: Visit the Falkirk Council website using the link [here](#).

Step 2: Click the 'pay for school meals and expense'



The screenshot shows the Falkirk Council website's 'Pay it today' section. The navigation bar includes 'Skip to content', 'Help', 'A-Z', and 'My Falkirk'. The main content area is titled 'Falkirk Council' and has a search bar. Below the navigation, there are several categories: 'Bins, rubbish & recycling', 'Business & investment', 'Children & childcare', 'Council tax', 'Homes & property', 'Schools & education', and 'Other'. The 'Schools & education' category is circled in red, and the link 'Pay for school meals & expenses' is highlighted. To the right, there is a 'Pay' button and a 'Pay a sundry account invoice' button.

Step 3: Select 'Larbert High School'



The screenshot shows the Falkirk Council website's 'Information & Payment Help' section. The header includes the Falkirk Council logo and the text 'Falkirk Council' and '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

- Braes High School
- Bo'ness Academy
- Denny High School
- Falkirk High School
- Graeme High School
- Greenbank High School
- Larbert High School
- St Mungo's High School

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

Online Payment Instructions: Alton Towers Reward Trip

Step 4: Select '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 > **Larbert High School**

- Schools Meals
- School Events
- Home Economics
- Design Engineering & Technology

Security Information

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Step 5: On the next screen please fill in

- **Name of Event:** Alton Towers
- **Amount £:** Total amount you wish to pay
- **Message Box:** For the attention of Mrs Kirsty Chatburn



Falkirk Council
Information & Payment Help

Payment School Events

Name of Event *

Date of Birth

DDMMYY *

Registration Class *

Name *

Pupil's Address1 *

Pupil's Address 2

Pupil's Address 3

Pupil's Address 4

Pupil's Postcode *

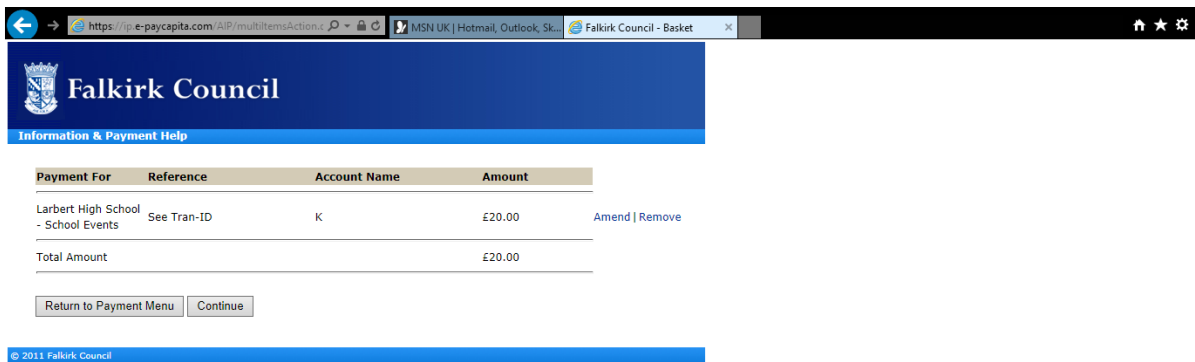
Amount £

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

Message Box (maximum 50 characters)

Online Payment Instructions: Alton Towers Reward Trip

Step 6: You will then be directed to the confirmation page.



Step 7: You will then be asked for your payment details.

