



**CHELTENHAM
BOURNSIDE
SCHOOL**

MCAS

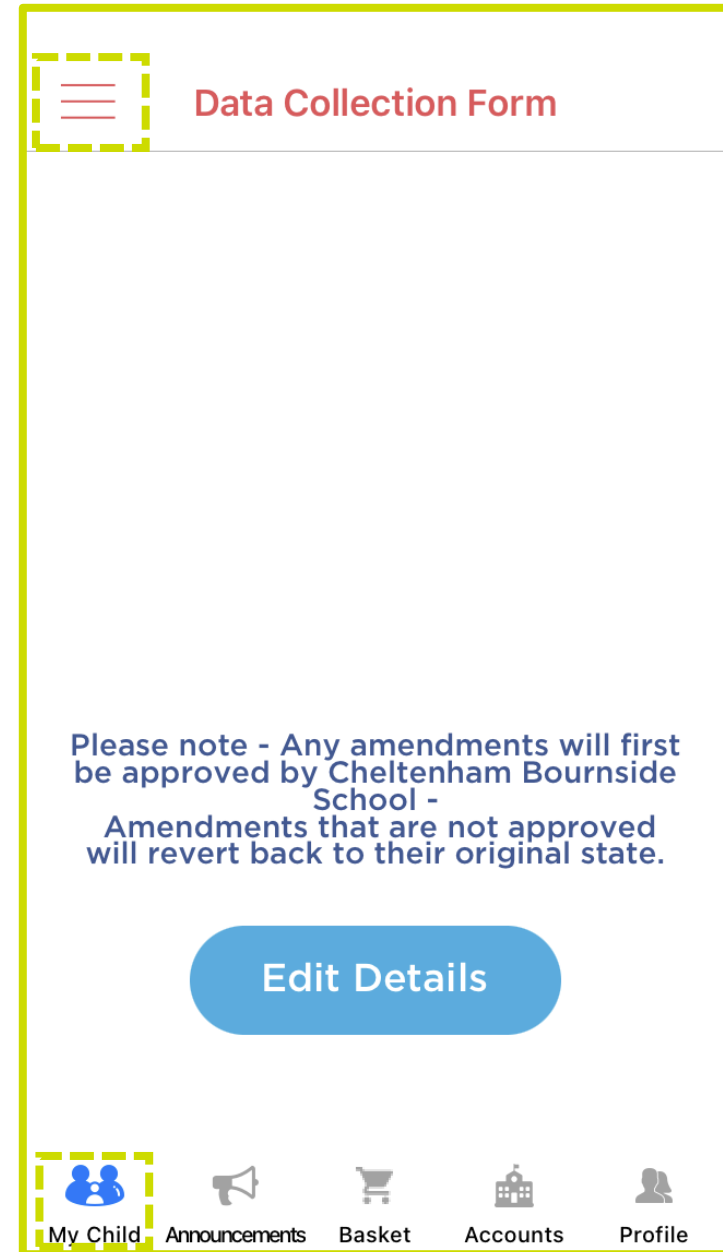
How to make an online payment

Empowering lives through learning



How to make an online payment

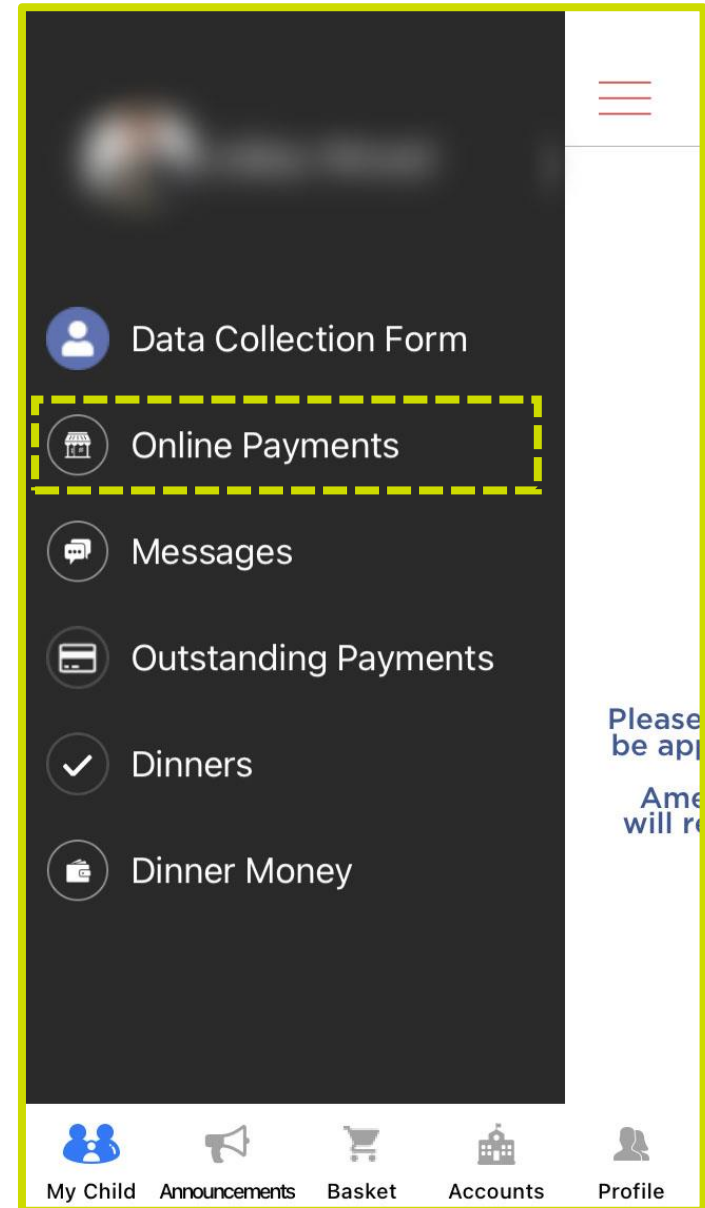
- Open the **MyChildAtSchool** app
- Make sure you have the **My Child** tab selected from the bottom bar
- Tap on the **Menu** button in the upper left corner of the screen





How to make an online payment

- Tap on **Online Payments**



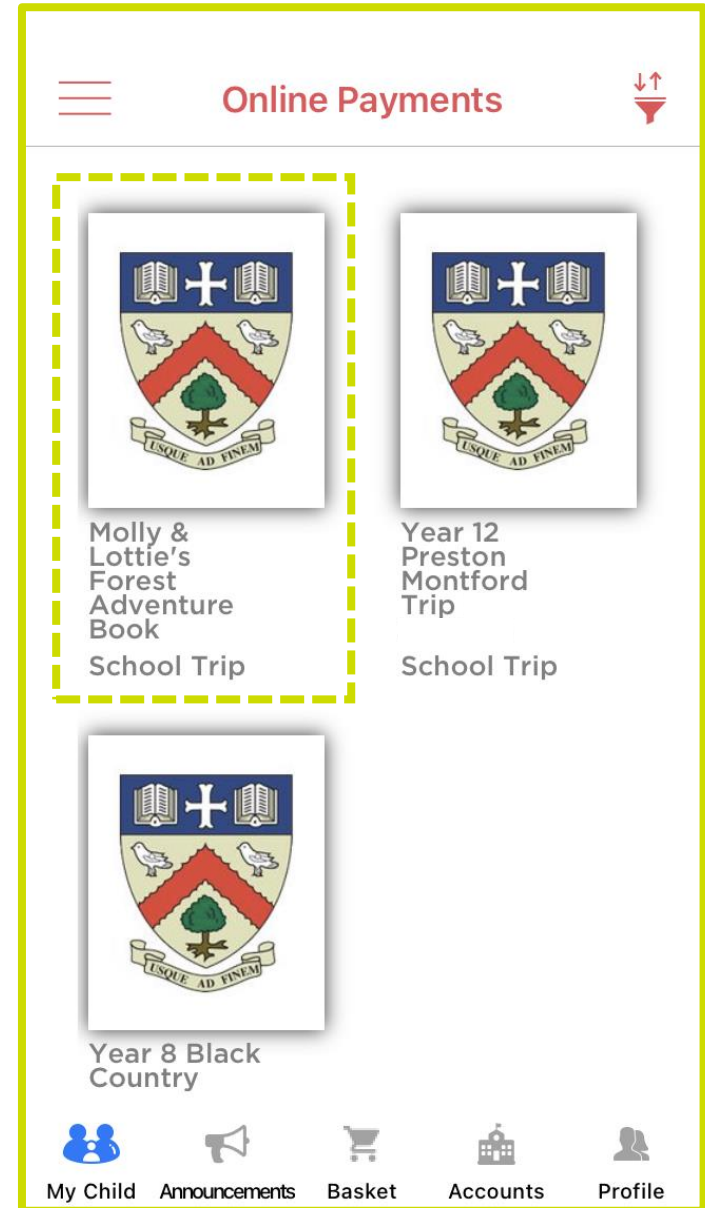


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How to make an online payment

- Find the **product** you wish to make a payment for and tap on it

In this example we have chosen **Molly & Lottie's Forest Adventure Book**






How to make an online payment

- The product's details will be shown such as the **name**, **price(s)** and **description**
- Tap on **Add to Basket**
 - If the product has a long description, you may need to scroll down to find this button

[← Online Payments](#)



Molly & Lottie's Forest Adventure Book £4.99

The Sixth Form Young Enterprise team are delighted to announce the launch of their new award winning children's book, 'Molly and Lottie's Forest Adventure'.

Add to Basket

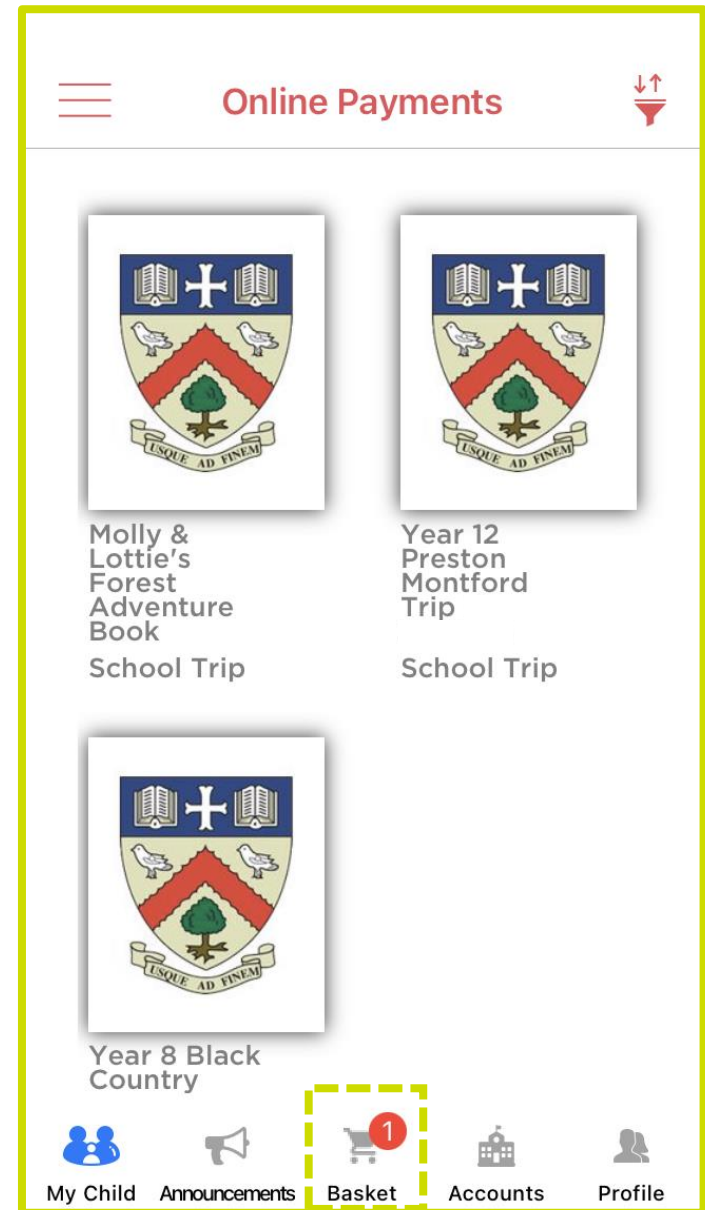
My Child Announcements Basket Accounts Profile



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How to make an online payment

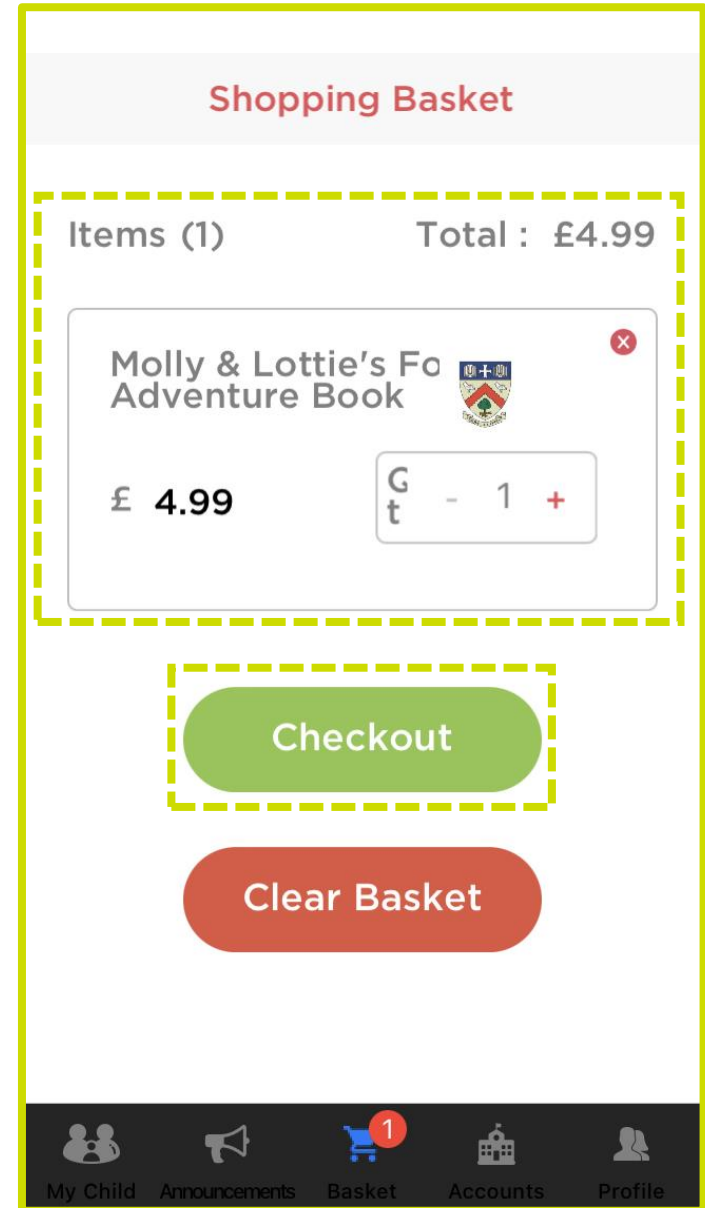
- You will be taken back to the list of available products
- If you wish to add additional products to your basket, **repeat the previous steps**
- When you are ready to pay, tap on the **Basket** icon on the **bottom bar**





How to make an online payment

- The **product** will be shown in your basket
- Tap **Checkout**





How to make an online payment

- Enter your **card number**
- Select the **card type**
- Specify the **card expiry date**
- Enter the name **displayed on the card**

The screenshot shows a mobile application interface for 'Payment Options'. At the top, there is a back arrow and the title 'Payment Options'. Below this, the amount '£4.99' is displayed. Underneath, there is a dropdown menu labeled 'New Card Details'. The form contains several input fields: a card number field with the placeholder '1234123412341234', a card type dropdown menu currently set to 'Mastercard', an expiry date section with two dropdowns for the month (set to 'Mar') and the year (set to '2024'), and a name field containing 'Mrs A Parent'. At the bottom of the screen is a navigation bar with five icons: 'My Child', 'Announcements', 'Basket' (with a red notification bubble containing the number '1'), 'Accounts', and 'Profile'.



How to make an online payment

- Enter the card's three digit **CVV code** (rear side)
- At this point you can choose to **Save Card** by ticking the box
- Enter the **Address Details** that are registered with the **card** being used
- Tap **Confirm & Pay**

The screenshot shows a mobile payment interface with the following elements:

- Payment Options** (Title)
- £4.99** (Amount)
- New Card Details** (Section Header)
- CVV Code** (Input field with three dots)
- Save Card** (Checkbox and label, highlighted with a dashed green box)
- Address Detail** (Section Header)
- 10 Green Road** (Address Line 1)
- Cheltenham** (Address Line 2)
- GL511AB** (Postcode)
- Confirm & Pay** (Green button, highlighted with a dashed green box)

At the bottom, there is a navigation bar with icons for **My Child**, **Announcements**, **Basket** (with a red '1' notification), **Accounts**, and **Profile**.



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How to make an online payment

- At this point you will likely be prompted to authorise the transaction – this is separate to MCAS
- **How this behaves/appears will vary depending on your card provider, so we are unable to provide an example**
- Approve the transaction as instructed by them to complete the payment





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