

# REGISTERING FOR iPAY - STEP-BY-STEP INSTRUCTIONS

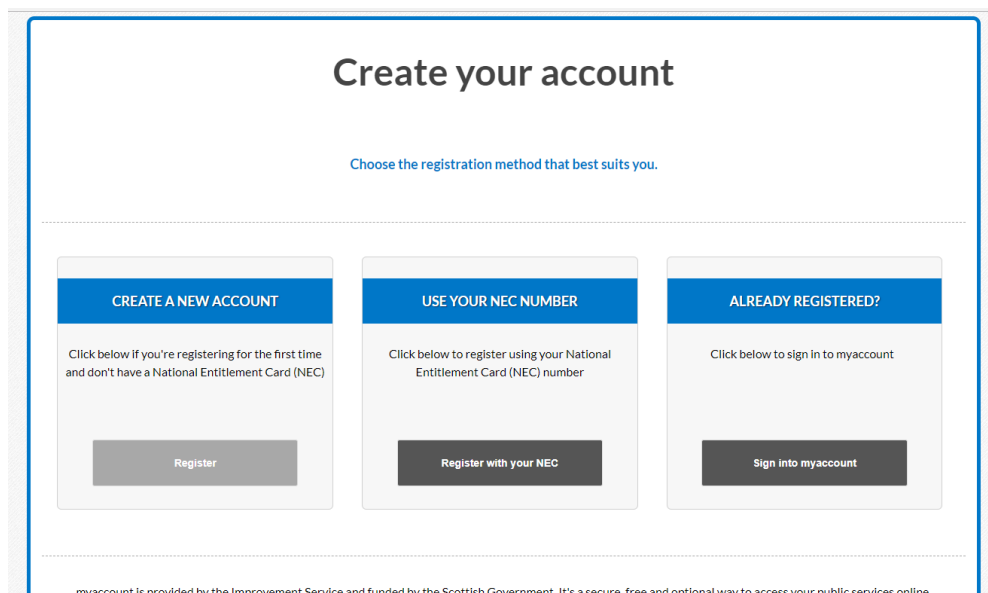
The following document details step by step instructions for registering and logging onto iPay including screen shots, which will hopefully help

- Go to the website <http://www.angus.gov.uk/schoolpayments> in your browser, and select “Register with mygovscot”



The screenshot shows the iPayimpact website. The header includes the iPayimpact logo and the text "ONLINE PAYMENT SYSTEMS". Below the header, there is a banner image of a woman and a child. To the right of the banner, there is a "Login or Register" section with two buttons: "Register with mygovscot" and "Sign in with mygovscot". Below the banner, there is a paragraph of text explaining the iPayimpact online payment system. Below the paragraph, there is a section titled "Secure Registration Process" with a sub-header "Secure Registration Process". The text describes the registration process and the benefits of using the system. At the bottom of the page, there is a copyright notice: "v39 Copyright © 2018 Cash Registers (Buccleuch) Limited Trading as CRB Cunninghams". There are also logos for Visa and MasterCard.

- Choose the appropriate option, this would usually be “Create a new account”



The screenshot shows the "Create your account" page. The page has a blue header with the text "Create your account". Below the header, there is a sub-header "Choose the registration method that best suits you." Below the sub-header, there are three registration options, each with a blue header and a grey button:

- CREATE A NEW ACCOUNT**: Click below if you're registering for the first time and don't have a National Entitlement Card (NEC). Button: Register.
- USE YOUR NEC NUMBER**: Click below to register using your National Entitlement Card (NEC) number. Button: Register with your NEC.
- ALREADY REGISTERED?**: Click below to sign in to myaccount. Button: Sign into myaccount.

At the bottom of the page, there is a small text: "myaccount is provided by the Improvement Service and funded by the Scottish Government. It's a secure, free and optional way to access your public services online."

Fill in the details required on each tab. You must complete the details on each screen before it will let you move forward to the next

About you

Your address

Confirm your details

Additional information

✓

Step 1 - About you

All of these fields are required

Title \*

--- Select ---

Email Address \*

Your email address

First Name \*

Your first name

Confirm Email Address \*

Confirm your email address

Surname \*

Your surname

Create your username \*

Choose a unique username for your account. Make it something memorable, or simply use your email address.

☐ Use my email address as my username

Your username

Gender \*

--- Select ---

Date of birth \*

Day

Month

Year

What's this information for?

This information helps us verify your details and create an account that's unique to you.

Your address

Enter your postcode and search for your address. Try searching using just the postcode and leaving the "House number or name" box blank. If you cannot find it first time. If you're unable to find your address, you can enter it manually.

Confirm your details

Read through your account details and double-check that they are correct. Edit any mistakes before moving on to the final step.

Next step »

About you - Complete

Your address

Confirm your details

Additional information

✓

Step 2 - Your address

All fields marked with \* are mandatory

Postcode \*

dd8 2pe

House number or name

Enter house number or name

Find your address

Please select address

1 BLAIRS ROAD LETHAM FORFAR DD8 2PE  
10 BLAIRS ROAD LETHAM FORFAR DD8 2PE  
11 BLAIRS ROAD LETHAM FORFAR DD8 2PE  
12 BLAIRS ROAD LETHAM FORFAR DD8 2PE  
13 BLAIRS ROAD LETHAM FORFAR DD8 2PE  
13A BLAIRS ROAD LETHAM FORFAR DD8 2PE  
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16 BLAIRS ROAD LETHAM FORFAR DD8 2PE  
17 BLAIRS ROAD LETHAM FORFAR DD8 2PE  
18 BLAIRS ROAD LETHAM FORFAR DD8 2PE

Could not find address?

Your address

Enter your postcode and search for your address. Try searching using just the postcode and leaving the "House number or name" box blank. If you cannot find it first time. If you're unable to find your address, you can enter it manually.

Confirm your details

Read through your account details and double-check that they are correct. Edit any mistakes before moving on to the final step.

How is this information used?

This information is optional but it can help us verify the personal details you supplied and possibly speed up access to services.

« Back

Next step »

About you - Complete

Your address - Complete

Confirm your details

Additional information

✓

Step 3 - Confirm your details

Please check that your details are correct before moving on to the final step.

About you [\[Edit about you\]](#)

Title

Date of birth

First Name

Email Address

Surname

Username

Gender

Female

Your address [\[Edit where you live\]](#)

Address

☒ I have read, understood and agreed to the [Terms And Conditions](#) \*

Yes, my details are correct

No, I want to edit my details

Confirm your details

Read through your account details and double-check that they are correct. Edit any mistakes before moving on to the final step.

How is this information used?

This information is optional but it can help us verify the personal details you supplied and possibly speed up access to services.

Start using your account

Getting started is simple.

- Check your email to get your password.
- Sign into myaccount and update your password.
- Start adding the public services that you use or would like to begin using.

- The final screen is optional and you do not have to supply the information to continue with the registration

improvements service company (org) | https://mygovscot.gov.uk/mygovscot/registry/school

About you - Complete   Your address - Complete   Confirm your details - Complete   Additional information

### Step 4 - Additional information

This information is optional and would only be used to help verify the personal details that you have provided.

Preferred First Name

Preferred Last Name

Landline Number

Mobile Number

« Back   Complete Registration »

#### How is this information used?

This information is optional but it can help us verify the personal details you supplied and possibly speed up access to services.

#### Start using your account

Getting started is simple.

- Check your email to get your password.
- Sign into myaccount and update your password.
- Start adding the public services that you use or would like to begin using.

- Once you click on “Complete Registration” the following screen is displayed and the system will have sent you 2 emails, to the address you entered on the first screen.

**mygovscot**  
myaccount

## Create your account

About you - Complete   Your address - Complete   Confirm your details - Complete   Additional information - Complete  

### Welcome to myaccount

Thank you for registering for a myaccount with mygovscot.

We have sent you two e-mails. One e-mail with the username you'll need to sign in every time you use the website. The second e-mail will contain a password, which you will need to sign into your account for the first time.

#### Start using your account

Getting started is simple.

- Check your email to get your password.
- Sign into myaccount and update your password.
- Start adding the public services that you use or would like to begin using.

- Once you have received the emails, open a new browser tab for iPayimpact, as shown below and click on Login

https://www.ipayimpact.co.uk/ | Cash Registers (Buccleuch) Ltd [GB] | Welcome to iPayimpact

**iPayimpact**  
ONLINE PAYMENT SYSTEMS

Home   FAQs

**Welcome to iPayimpact**

The iPayimpact online payment system gives you a more convenient and flexible way to make payments online. By making cashless payments online, you know that your money has reached the establishment safely. You can view your account statement and payment history and check when payments need to be made. For parents with children in primary or secondary education, some establishments also display their menu online or report which meal your child chose at lunchtime. Cashless payments help your child's establishment be more efficient as administration time in the office is reduced.


New registration process please read FAQs.

#### Account Login

Log in or register a new account.

Register   Login

- The following screen will be displayed and you should choose the second option “mygovscot”



Home    FAQs

## Log In

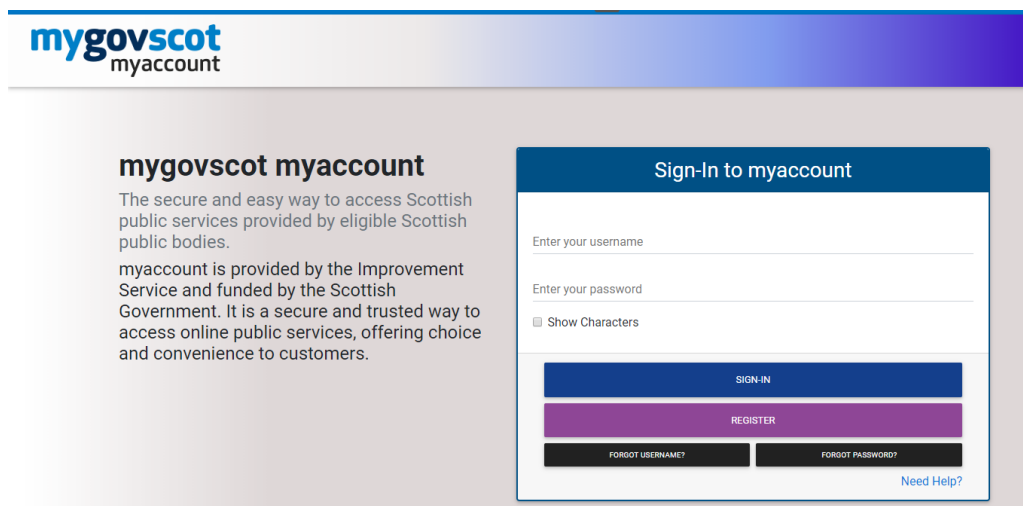
If you have a mygovscot myaccount, click on mygovscot. If not, click on iPayimpact. [What is mygovscot myaccount?](#)

mygovscot myaccount - the option used by many councils in Scotland

[Accessibility](#)   [Cookies](#)   [Privacy Statement](#)   [Sitemap](#)   [Terms & Conditions](#)

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- Enter the username you selected and the password given to you in the email



**mygovscot myaccount**

The secure and easy way to access Scottish public services provided by eligible Scottish public bodies.

myaccount is provided by the Improvement Service and funded by the Scottish Government. It is a secure and trusted way to access online public services, offering choice and convenience to customers.

### Sign-In to myaccount

Enter your username

Enter your password

☐ Show Characters

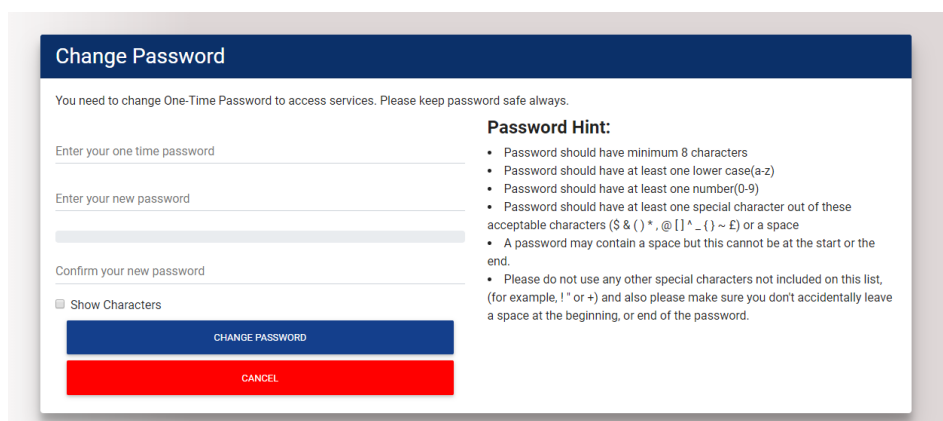
**SIGN-IN**

**REGISTER**

**FORGOT USERNAME?**   **FORGOT PASSWORD?**

[Need Help?](#)

- The first thing it will ask you to do is create a new password, something unique to you.
- Create a password, following the hints on the right hand side of the screen and making sure it is something you can easily remember. The screen will then take you to a terms and conditions page which you should read and tick to say you accept



### Change Password

You need to change One-Time Password to access services. Please keep password safe always.

Enter your one time password

Enter your new password

Confirm your new password

☐ Show Characters

**CHANGE PASSWORD**

**CANCEL**

**Password Hint:**

- Password should have minimum 8 characters
- Password should have at least one lower case(a-z)
- Password should have at least one number(0-9)
- Password should have at least one special character out of these acceptable characters (\$ & () \* , @ [] ^ \_ { } ~ £) or a space
- A password may contain a space but this cannot be at the start or the end.
- Please do not use any other special characters not included on this list, (for example, ! " or +) and also please make sure you don't accidentally leave a space at the beginning, or end of the password.

- The page below will then be displayed and this is where you would enter your one time link key code supplied to you in the attached letter by the school and the name of the school.
- You will only need to do this once as this is linking the child to your account.

### Link Account

Please enter the account key of the account you wish to link. You should have received this from your establishment.  
Note: it is case-sensitive, so please enter it exactly as indicated on the correspondence.

Account Ref \*

Establishment

**Find Account and Establishment**

To order school dinner choices each week all you need to do is go to [ipayimpact](#) and log in using the username and password you have chosen and select what your child is wanting for school lunches each week

It is important to do this whether the child is eating a pack lunch or going home for lunch.