



Once logged into your iPayImpact account, please follow the steps below in order to access the school shop to purchase ties and planners.

- 1) Click 'Accounts' at the top of the page.

The screenshot shows the iPayImpact website interface. At the top, there is a dark blue navigation bar with the iPayImpact logo and the text 'ONLINE PAYMENT SYSTEMS'. Below the logo, there are navigation links: Home, My Profile, Accounts (highlighted in orange), Notifications, Payment History, a notification icon with '0', FAQs, and Logout. Below the navigation bar is a light blue banner for 'Cookies Policy' with the text: 'iPayImpact uses cookies to facilitate the display of content specific to you. By using our website, you accept the use of cookies. Further Information' and an 'Accept' button.

- 2) Select the correct student that you need to access the shop for

Name	Type	Active	Establishment Name	Birth Date	Year	Class	
[Redacted]	Students	✓	Outwood Academy Ormesby	[Redacted]	11	10/Alg	Select

- 3) Under the 'School Shop' fund name, select the 'Shop' button in the 'Options' column.

Fund Name	Type	Cost	Balance	Last Updated	Options
School Meals	School Meals	N/A	£0.00		Pay History
School Shop	Shop	N/A	£0.00		Shop History

- 4) The option to purchase either a tie or planner will then be available to you.

The screenshot shows a form element with the text 'Please choose a product category'. To the right of this text is a dropdown menu currently showing '--Select--'. A 'Select Category' button is positioned to the right of the dropdown. Below the dropdown, a list of options is visible: '--Select--', 'Ties', and 'Planner'. To the left of the dropdown is a 'Return to Funds' button.