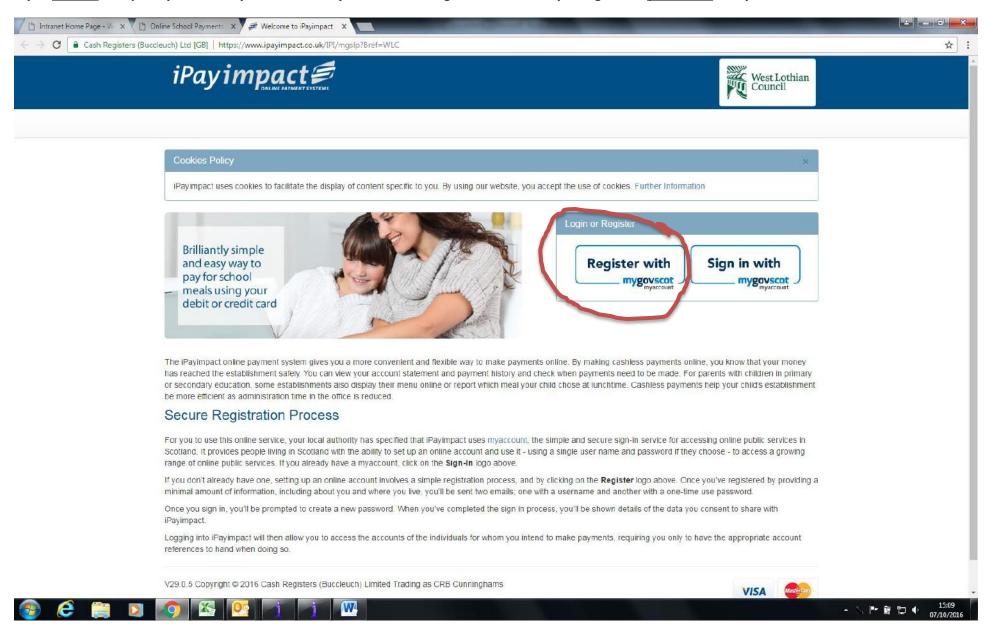
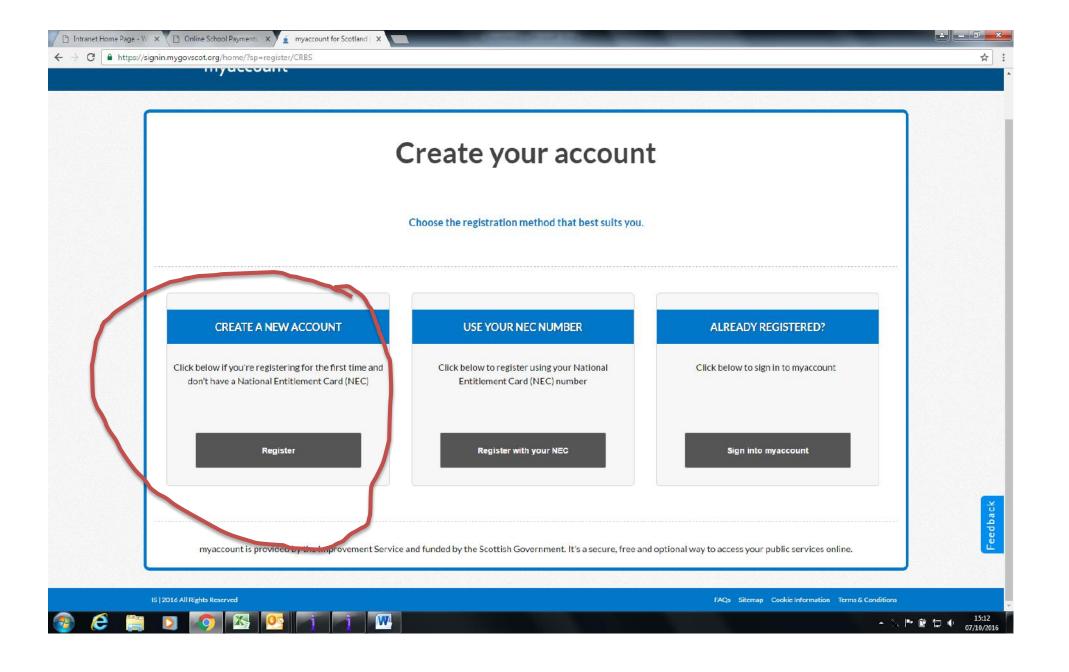
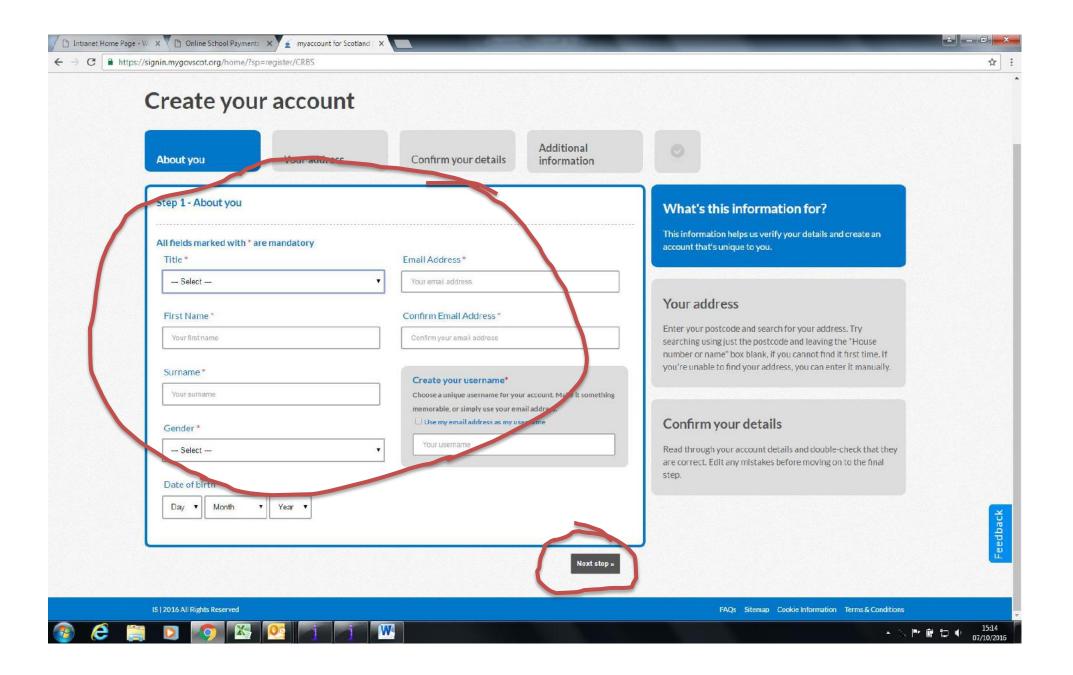


If you haven't set up a MyGovScot MyAccount already then click on Register. Make sure you register in your name, not your child's.

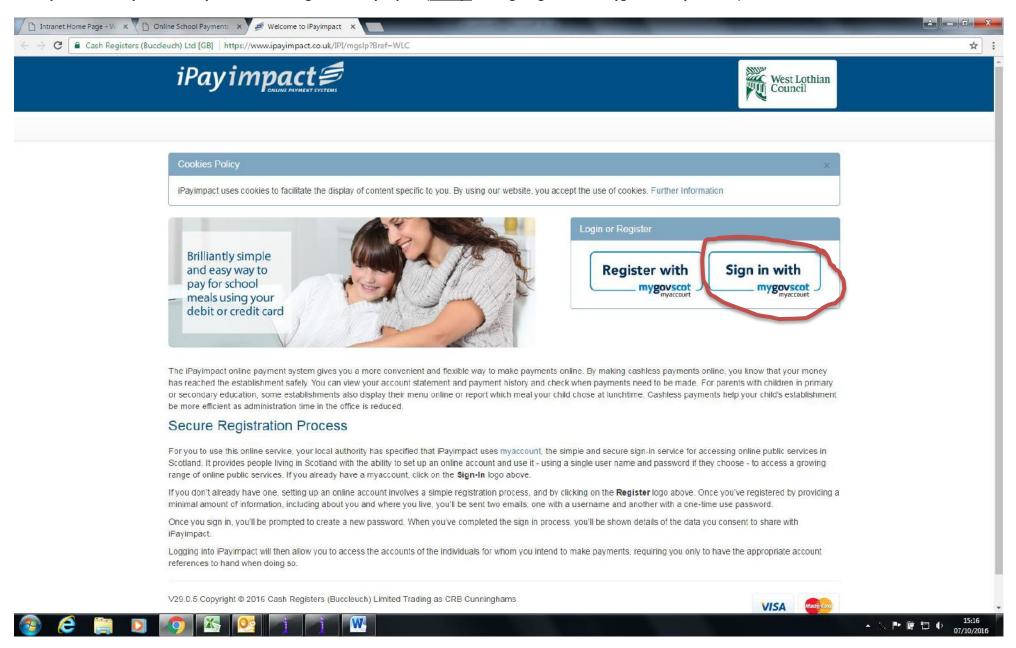


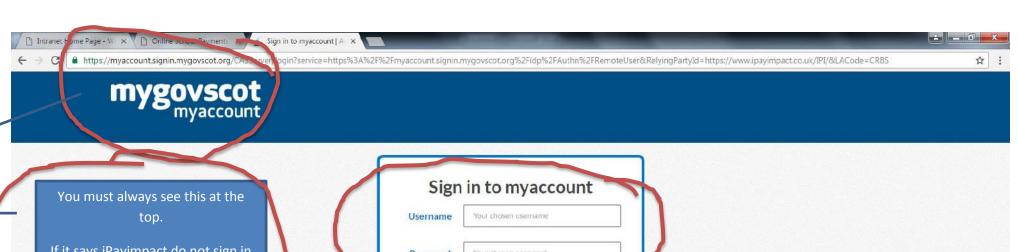


Follow all instructions to set up your account. Keep moving to the next pages in the website to get emailed your password.



Once you have a MyGovScot MyAccount then sign in to iPayimpact (always through Sign in with mygovscot myaccount).





If it says iPayimpact do not sign in. You are registered through mygovscot and iPayimpact 's own website will not recognise your username and password.



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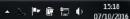




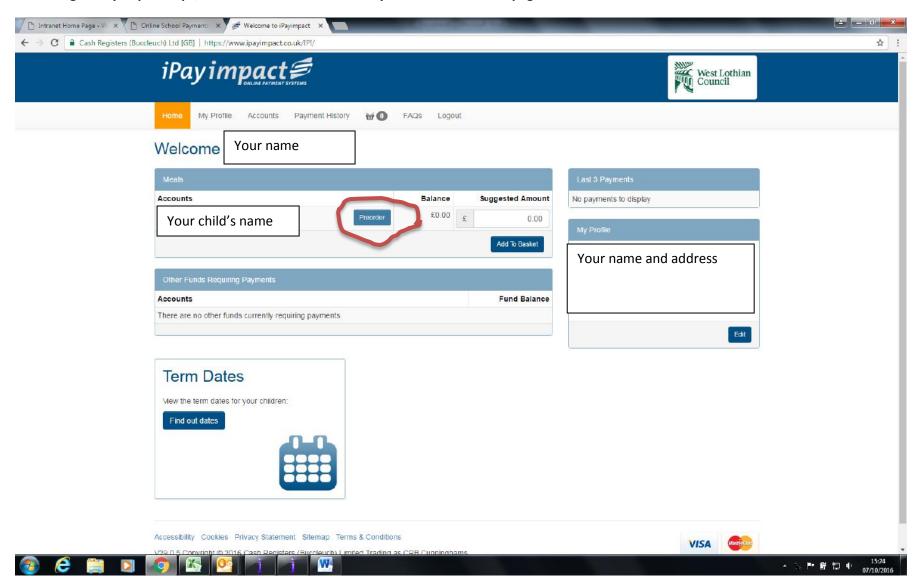


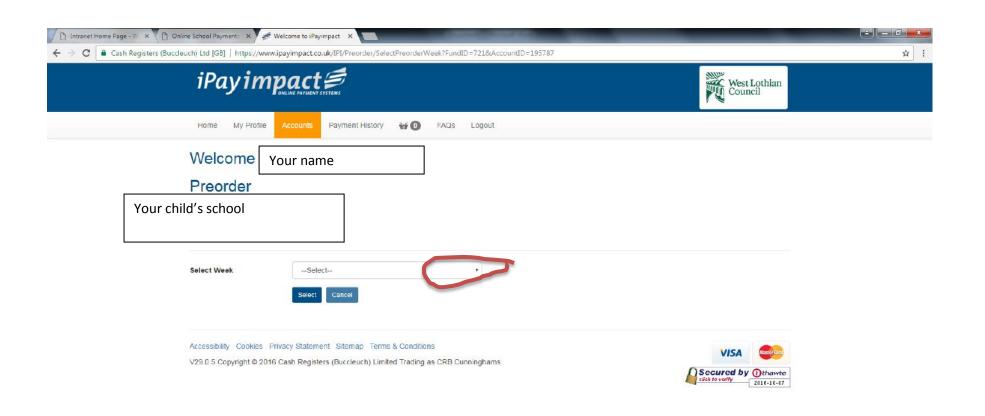




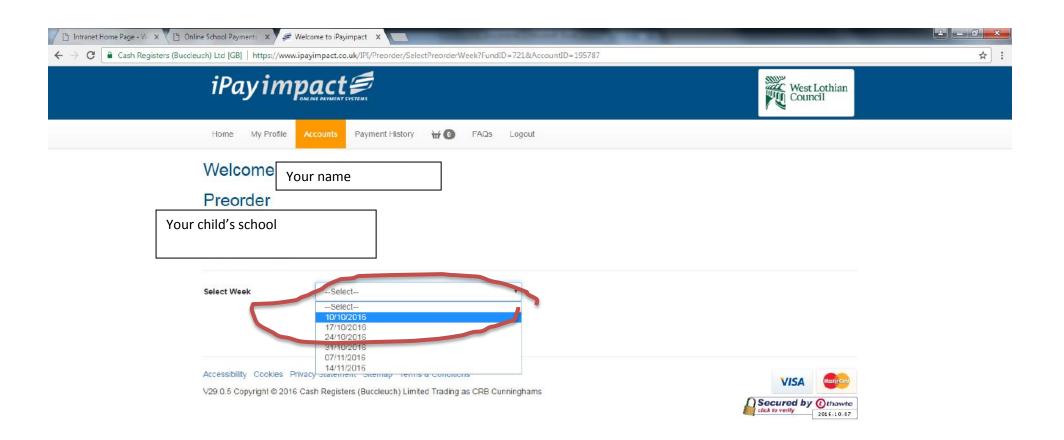


Home Page: Any unpaid trips/activities and meals will always show on the home page. Click on Preorder to order meals.





















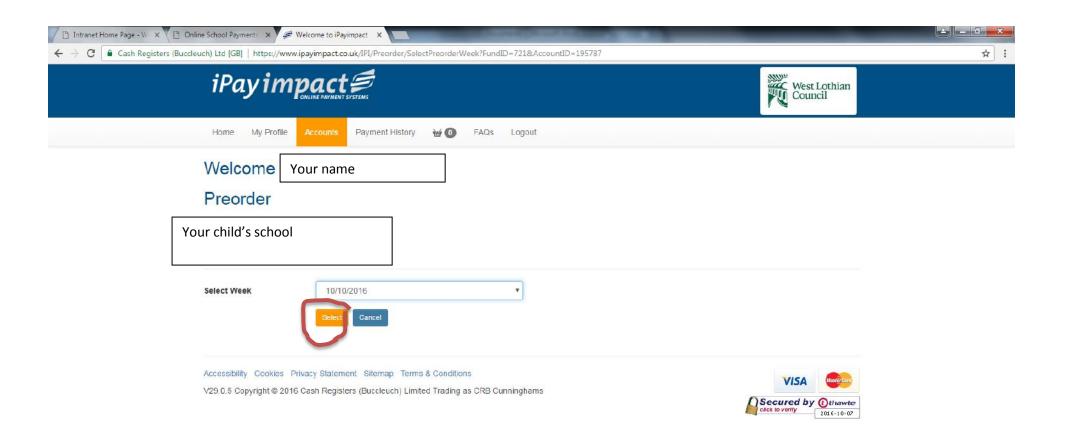
























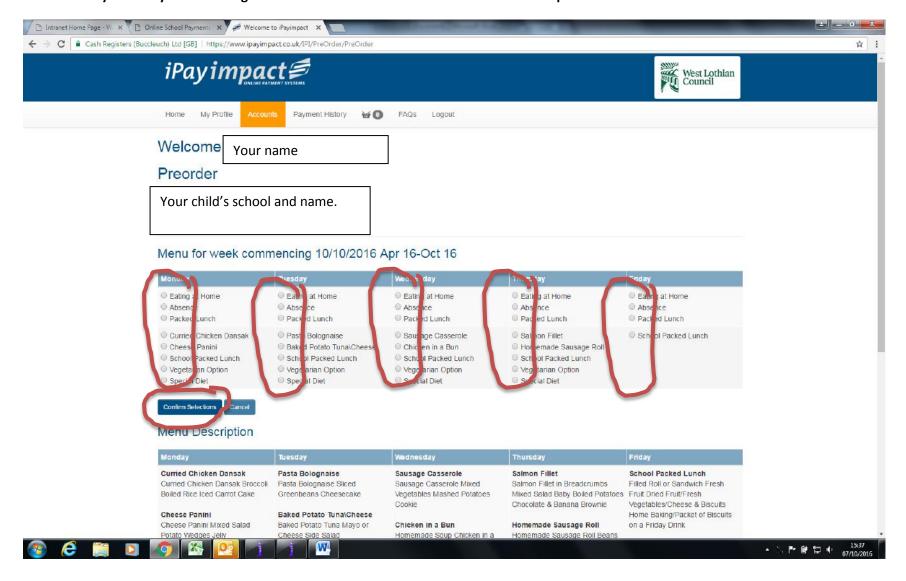






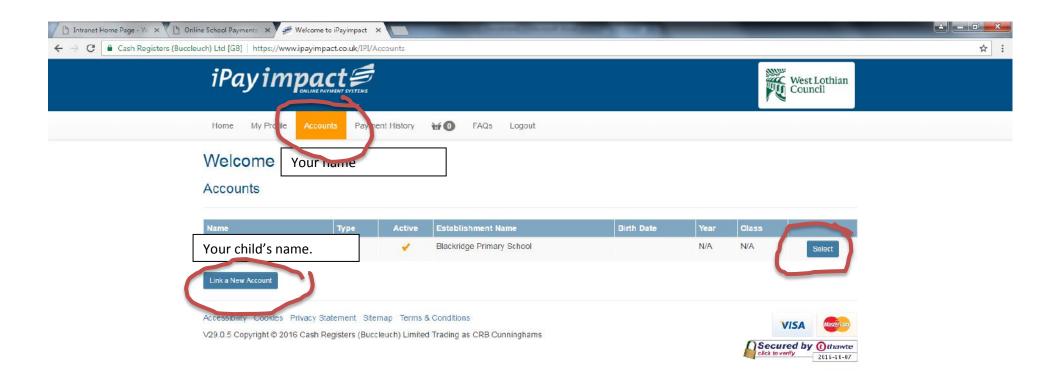


You must select an item for each day of the week, if you don't want a school meal each day then select from the top 3 items. When finished all days, Confirm the Selection. If you wish you can then go back and order for the next week and so on for up to 6 weeks at a time.



If you click on the Accounts tab you will see all children linked to your account. You can also link other children on this page.

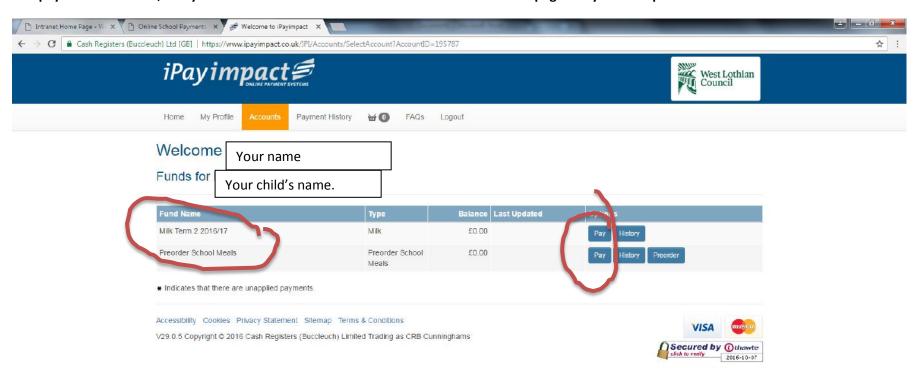
This is where you must come to pay for Milk. As it is an optional payment it will not show as a debt on the Home page – select your child for full details.





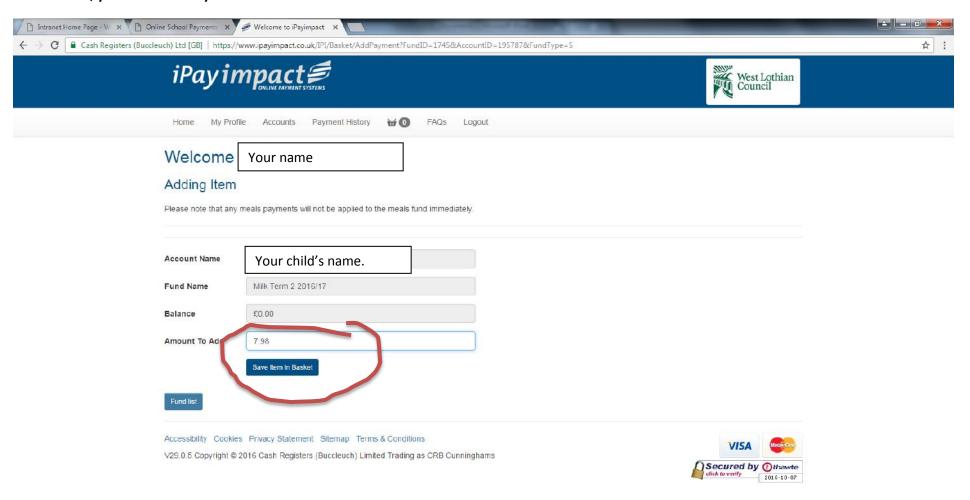


You pay for milk in here, and you can also order meals from here as well as the Home page. Any other trips or activities will be listed here too.





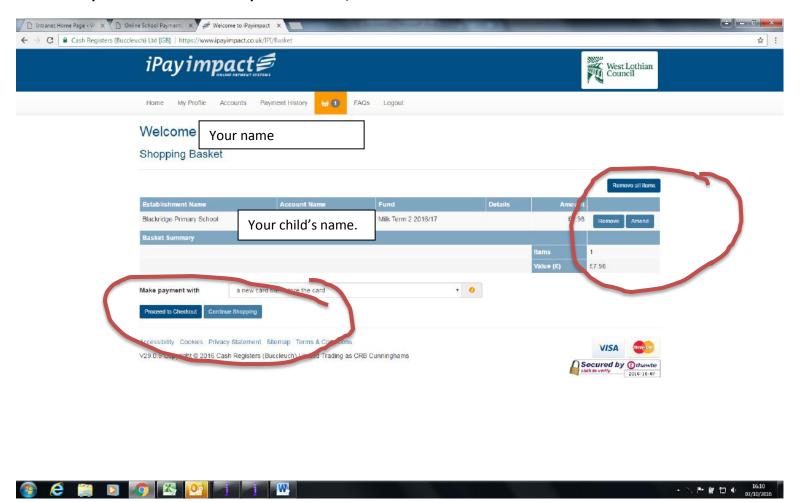
Like Amazon, you add items to your basket.





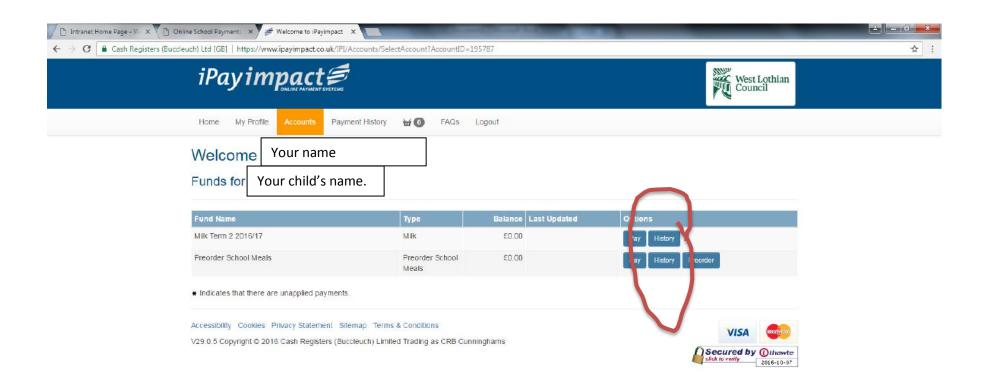


Once an item has been added you can go straight to pay for that in the secure area where you enter your debit/credit card details, or continue shopping adding other items. Or if you have made a mistake you can remove/amend the item.



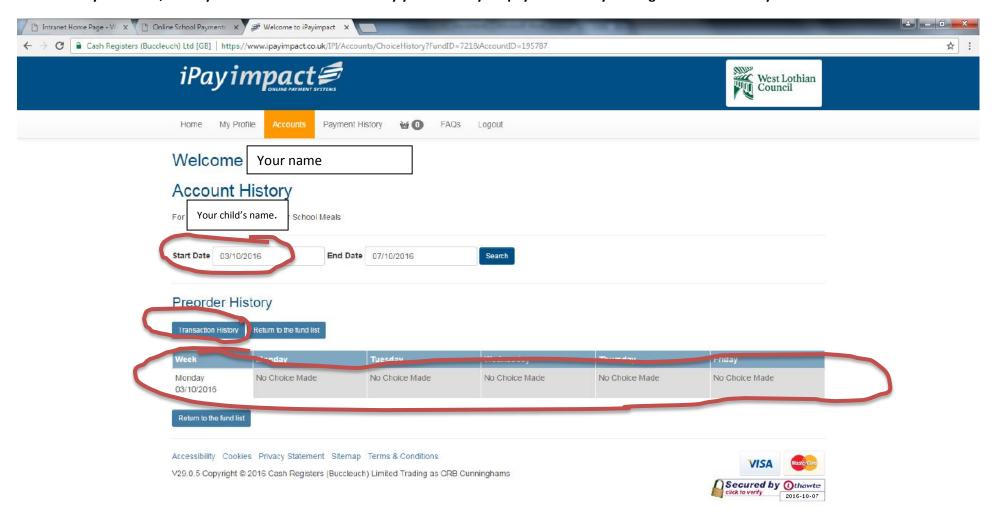
Please remember, there is a £5 minimum total basket charge. You can pay £5 on meals even if you are only ordering 1 school meal, the balance of the money will stay in credit on your child's account for when you order more meals. If you are adding items for 1 or more children the total must be at least £5 (not each individual item).

To see what has been paid already, or meals ordered, click on the history buttons



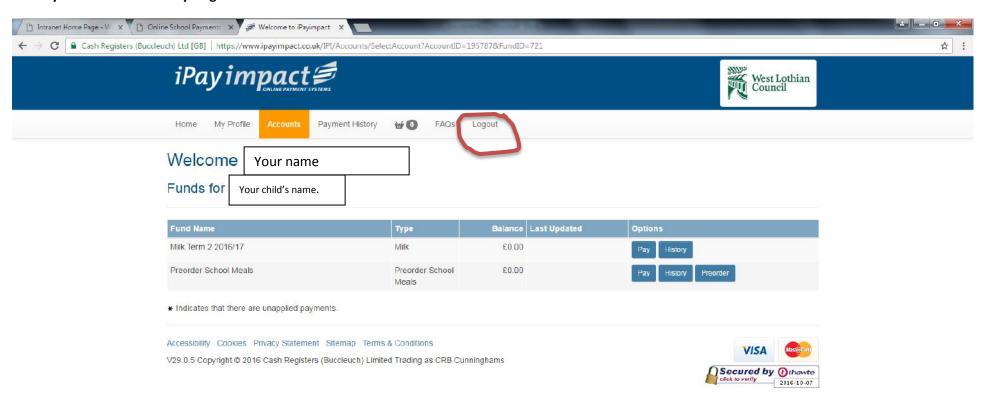


Menu history will show, and if you click on Transaction History you will see your payment history. Change the start date if you want to see earlier weeks.





When you are finished always log out.





















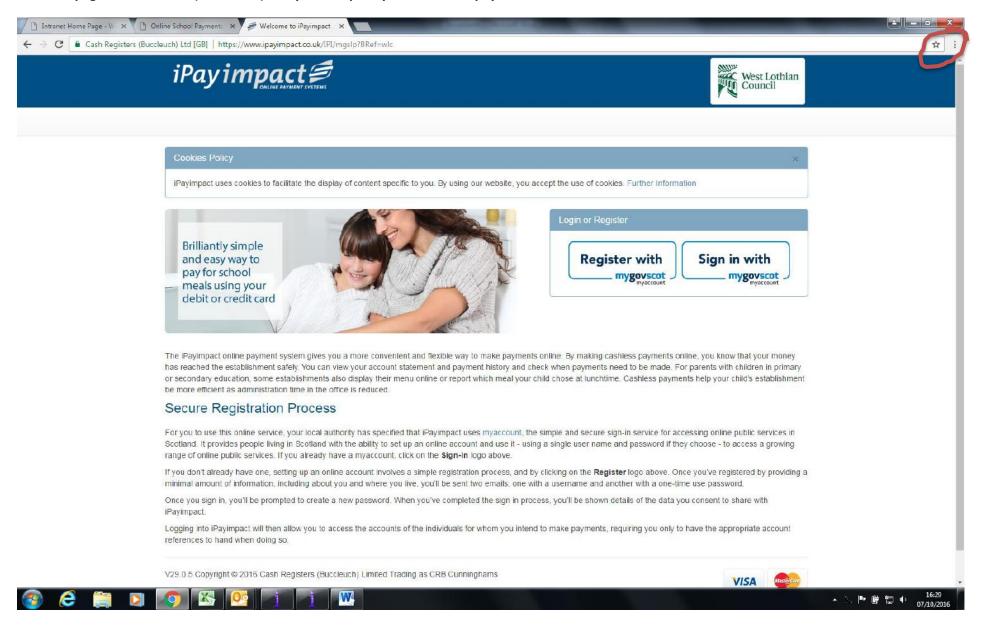




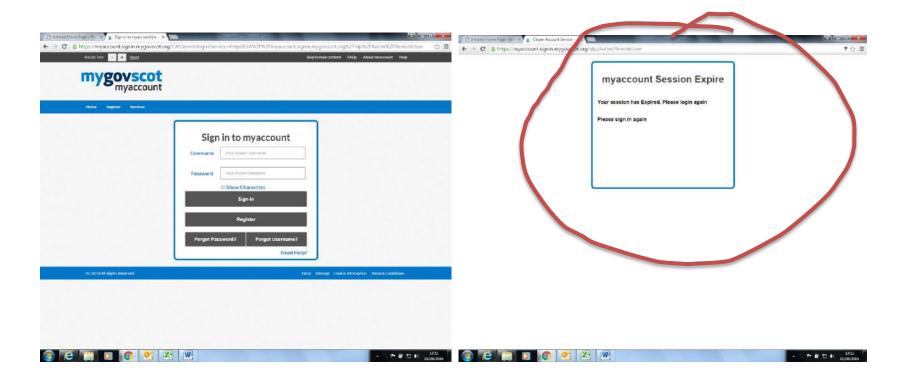




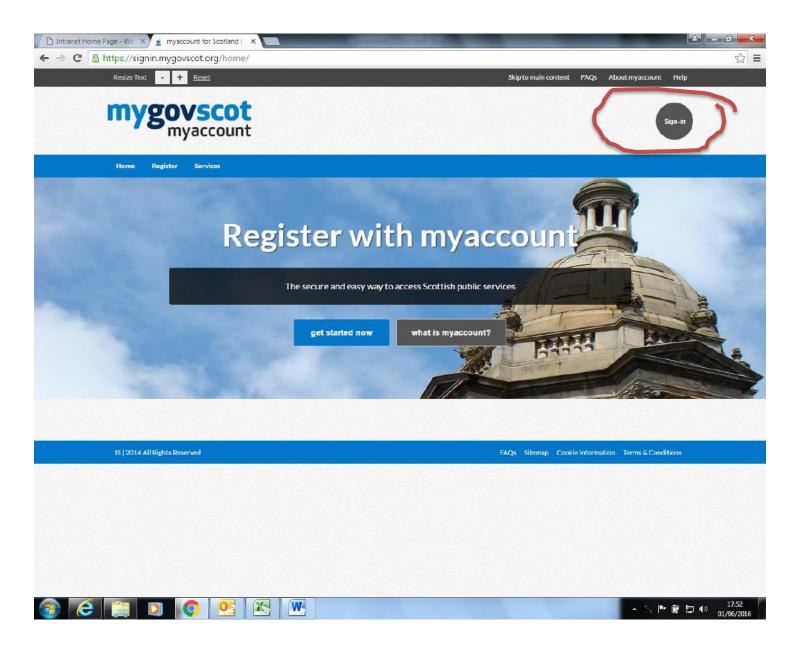
Save this page as a favourite (bookmark) and you can quickly access online payments for future transactions.



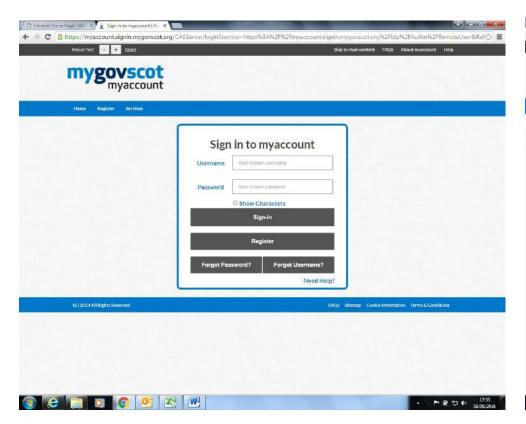
Unfortunately there is a bug that might happen when you log in the second or third time - you may get this message.

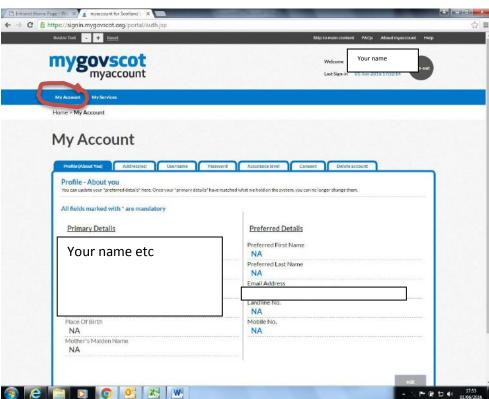


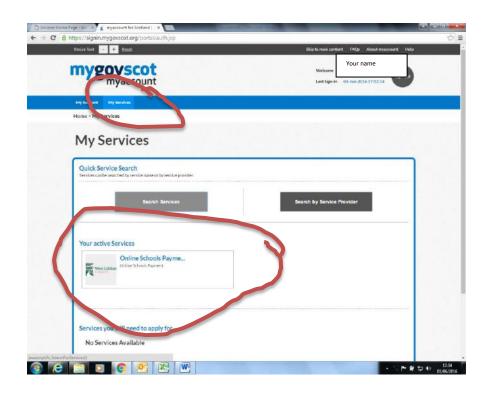
And you will get sent to this screen. This is the home page of mygovscot and it means you need to log in here and go into online payments the long way.

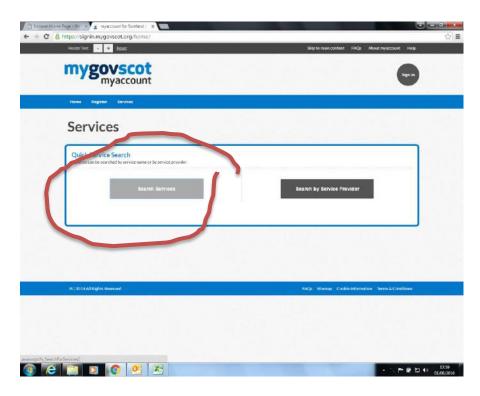


You will go to the same sign in screen as before but will then be taken to the profile page of mygovscot.

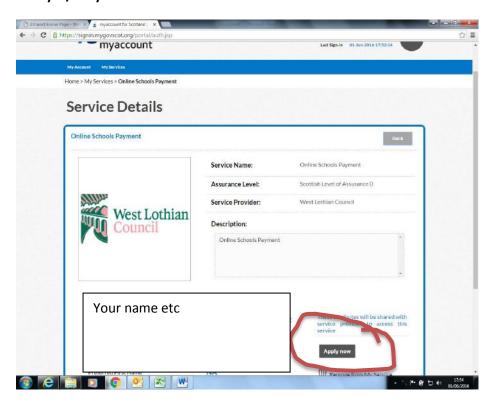




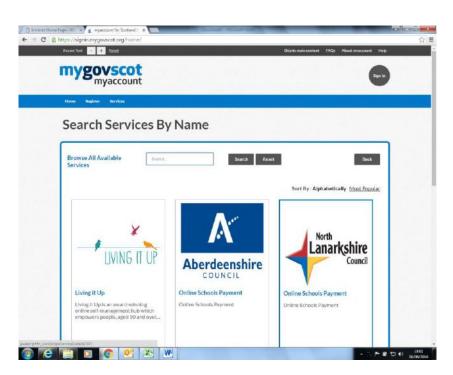


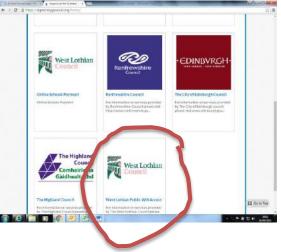


Click on the Apply now button, you may also be asked to share you data – click yes/okay.

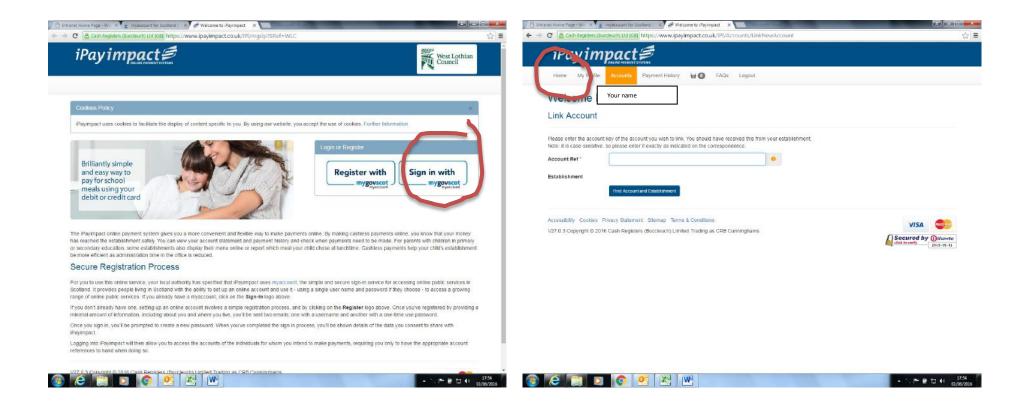


If searching for services, scroll down and click on West Lothian online payments, then Click on the Apply now button and also share you data.





You will then be taken back to the iPayimpact Sign in page, click on sign in but as you have already entered your username and password on the mygovscot signin page you will be taken directly to your child/ren's Accounts page, click on Home to take you meal preorders.



If you have saved the page above(with the mother and child) as a favourite previously the 'time out' bug shouldn't happen. Also as more Council and Government services are added to mygovscot you may choose to sign in on that page so you can select other services, like paying your rates online. We hope you enjoy using online payments and if need any further help please contact your child's school.