

Instructions for Online Payments (Please retain for future reference)

In order to facilitate ease of payment of school fees, Donabate Community College is introducing the MIT online payment system. This means that voluntary contributions and other school expenses can be paid online by credit/debit card. You can keep track of payments made, and print a receipt if necessary. Use **Google Chrome** to access the system, and either a laptop or desktop computer **(the application does not work well on Iphone or Ipad)**.

To set up your online payment account:

1. Log on to <https://cms.enrol.ie/donabatecc> .
2. Select '**Create Account**'.
3. Enter your child's first name, surname and PPS number. The system does not accept Irish **fadas or apostrophes** (e.g. if your surname is O'Shea enter OShea).
4. Click on '**Next**'
5. You will be asked to confirm your address and contact details, and you must enter an **email address** for further communication. (This email address will be used as your username). You must also create and confirm a password. Keep a secure record of these, as these are what you will use to log in on future occasions.
6. Note that you can edit your child's personal and contact details on the system. If you notice an error in the details, please click on edit and then update once you have made a correction.
7. You will see at least two tabs in the payment screen depending on how many children you have attending Donabate Community College. Choose the **family tab** if you wish to pay a number of fees, or choose your child's name if you wish to make a payment against an individual student. If you have siblings in the school that do not show under the family tab, please advise the school so that we can allow for all members of a family to be accessed using the same log in details.
8. Choose the **amount you wish to pay** from the payment dropdown menu and click the next button. The minimum payment amount is €10.
9. Enter your **credit/debit card details** as instructed on the screen, and click on the next button. If you have any difficulties at this stage please phone the school office.
10. You can **print and/or save your receipt**.

If you experience problems with the online system please phone Breda for assistance (01-8436726). Please support our efforts to reduce the amount of cash and cheques we deal with in the office, and to make our payments system more efficient.

Thank you for your support.