



INSTRUCTIONS MIT (Electronic Payments System)

Donabate Community College use a system called MIT for processing payments. MIT is our Electronic Payments System or (EPS) and can be used to pay the yearly €20.00 Voluntary Contribution/Registration Fee together with any other fees which may be applicable to your child i.e fees due for Practical Subjects, Mock Fees and School Trips will also be added to your child's account when applicable and these can then be paid online.

If you already have an online account set up for other students attending the school, please email Sharon at sharonbennett@donabatecc.ie so that she can link the incoming student as a sibling on the Family Tab of the account.

Setting Up Your MIT Account:

1. Log on to <https://ams.enrol.ie/donabatecc/Index.aspx> or go to the school website www.donabatecc.ie where in the top right hand corner there is a link entitled "**Payment**" which will bring you to the login/create an account page.



2. Select "**Create Account**".
3. Enter your child's First Name, Surname and PPS number. Please be aware that 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 then be asked to confirm your address and contact details and you must now enter an email address for further communication, this email address will be your username. You must also create and confirm a password. Please keep a secure record of both your email address and your password as these are what you will use to log in on future occasions.
6. Please 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 the school. 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 link the siblings and 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 €5.00.
9. Enter your credit/debit card details as instructed on the screen and click on the next button. You can then print and/or save your receipt.

If you experience any difficulty using MIT or have any further queries please email Sharon for assistance at sharonbennett@donabatecc.ie.