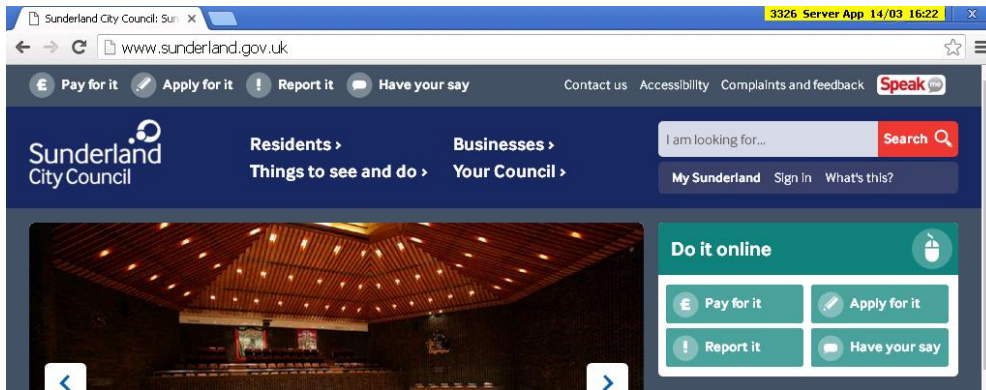
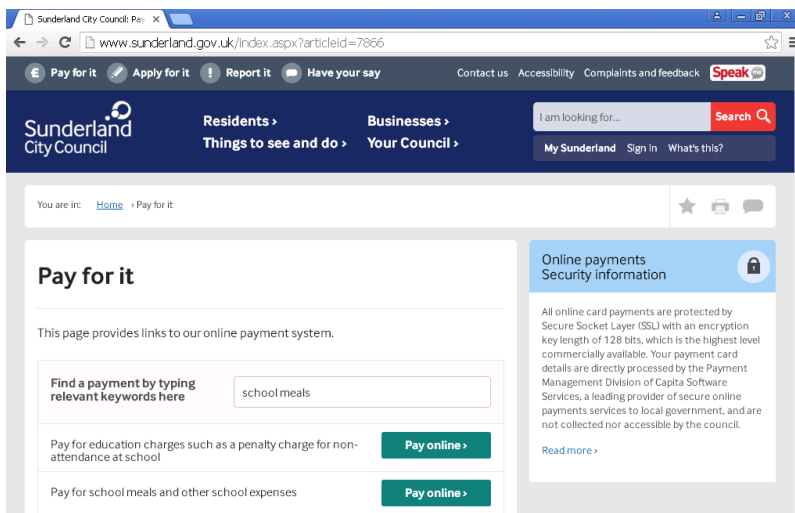


## Instructions for On-Line Payments

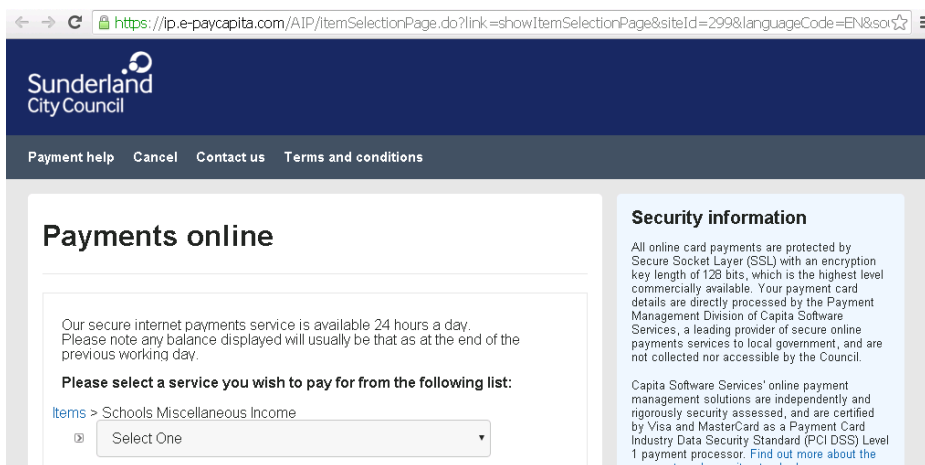
1. Type [www.sunderland.gov.uk](http://www.sunderland.gov.uk) in your search bar
2. On the right of the screen click 'Pay for it' in the box entitled 'Do It Online'



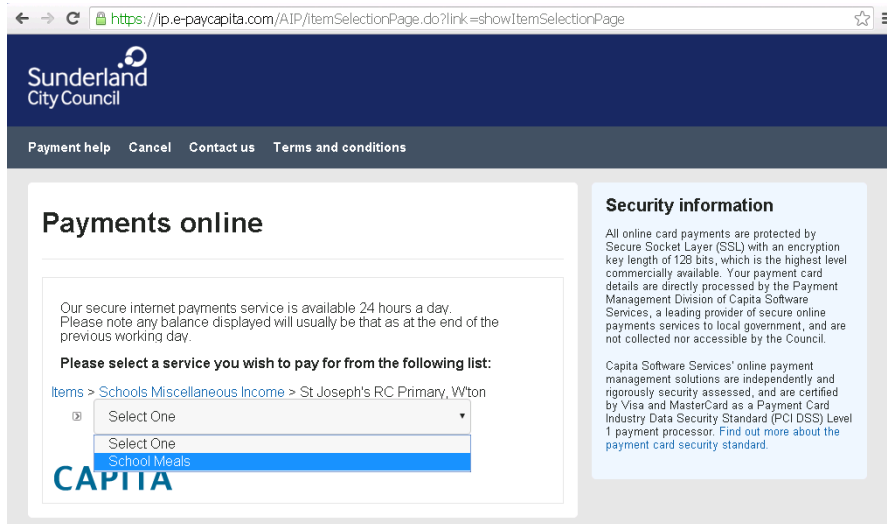
3. Either scroll down the list until you find 'Pay for school meals and other school expenses' or you can type school meals in the 'find a payment' box.



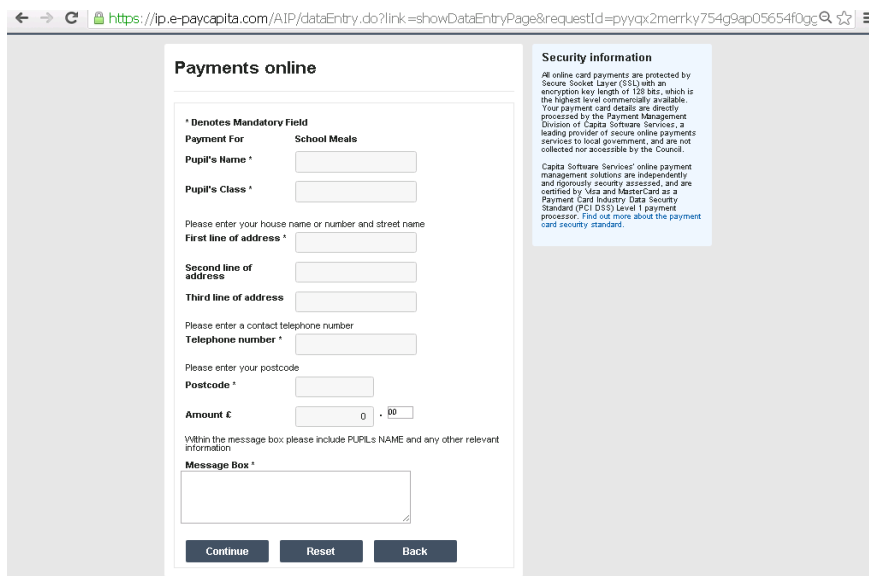
4. Click 'Pay online', this will open a new browser



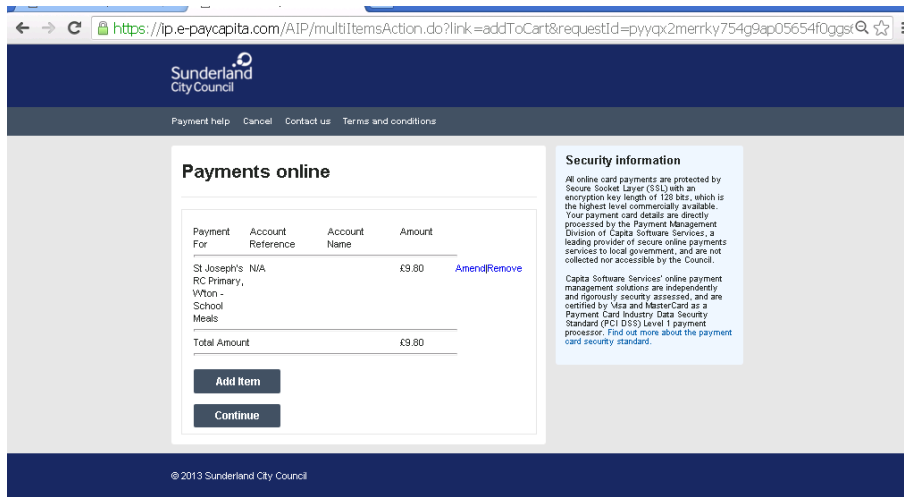
- From the drop down menu select **St Joseph's RC Primary, W'ton** followed by **School Meals**, this will open a new page.



- Complete all sections and click continue.



- Basic details will show on the next page, click continue if they are correct.



- You will be taken to the payment page to input your card details. Follow the instructions thereafter.

The screenshot shows a web browser window with the URL <https://sbs.e-paycapita.com/portal/PortalServlet>. The page header includes the Sunderland City Council logo and navigation links: Payment Help, Cancel, Contact Us, and Terms & conditions. The main content area is titled 'Payments online' and contains a form for entering card details. The form includes the following fields and options:

- Card Details:** Includes logos for American Express, VISA, and Mastercard.
- Amount:** A field for 'Amount £(USD)'.
- Card Number:** A text input field.
- Card Holder Name:** A text input field.
- Expiry Date:** Two dropdown menus for month and year.
- Issue Number:** A text input field.
- Start Date:** Two dropdown menus for month and year.
- Security Code:** A text input field for the 3-digit security code.
- E-Mail Address:** A text input field.
- Confirm E-Mail Address:** A text input field.

At the bottom of the form are three buttons: 'Continue', 'Back', and 'Reset'. Below the buttons is a note: 'Note: Clicking on the blue bar will open a new browser window'. To the right of the form is a 'Security information' box with text explaining that all online card payments are processed by Secure Socket Layer (SSL) which is the highest level of security available. At the bottom of the page, there are logos for Mastercard SecureCode and Verified by VISA, with a 'learn more' link.

- Once payment has been processed you will receive a confirmation email and school will receive a notification email stating payment has been made.
- If you have made an error during the process i.e. selected the wrong St Joseph's Primary you will need to contact Sunderland City Council – Online Payments on 520 5555..