



Broadgreen Primary School  
Oakhill Road, Liverpool, L13 5UE  
Telephone: 0151 228 6692  
Fax: 0151 221 0235

[www.broadgreenprimary.org.uk](http://www.broadgreenprimary.org.uk)

Email Headteacher: [headteacher@broadgreenprimary.org.uk](mailto:headteacher@broadgreenprimary.org.uk)

25 September 2018

Dear Parent/Carer

We are pleased to announce that our new online payment system (PAY+) will be available to use starting from **Monday 1<sup>st</sup> October 2018**.

In order to use this service, you will need to register for a user account for yourself and link this with your child(ren). An easy online wizard will take you through this process.

### Getting a user account

In order to obtain an account you will need to register online. Before you begin, **please have your mobile phone handy** - this MUST be the phone with the same number that you have provided to the school as your contact number. You will get text messages in order to complete the registration. *(If your number has changed recently please make sure you let us know. You will be able to sign up for an account the day after we are informed of the change of number.)*

You will need your child(ren)'s account details as provided below.

<child\_first\_name> <child\_surname> - <child\_uso\_username>

The website address is <https://payments.atomwide.com/broadgreen/>

Click on the orange **Register button** and follow the wizard to the end.

The account that will be created will end in .uso unlike your children's, which end in a number.

### Important information about creating user accounts

If you have 2 or more children in the school, you should only need to register once. The other children should automatically get linked to you based on the initial registration.

If you find that this does not happen, you may simply repeat the same registration process using the second child's username and enter the account details that were created during the first registration. Do NOT create another new account as all children will then not be visible at the same time.





## Common issues

While registering for an account, you will be sent a code by text message to complete registration. Please be aware that if you have the ParentComms mobile app, it is highly likely that this code will appear in your app instead of as a text so please check your messages before contacting us.

If you experience problems during registration, please contact Mrs Lodge, or a member of the school office team and we will do our best to resolve these or forward them to our service provider for their help.

We are confident that you will find the new system a vast improvement, however, we would ask for your understanding over the coming weeks should there be any 'teething problems' whilst rolling out the new system.

Yours sincerely

**Mrs A Lodge**

**School Business Manager**

