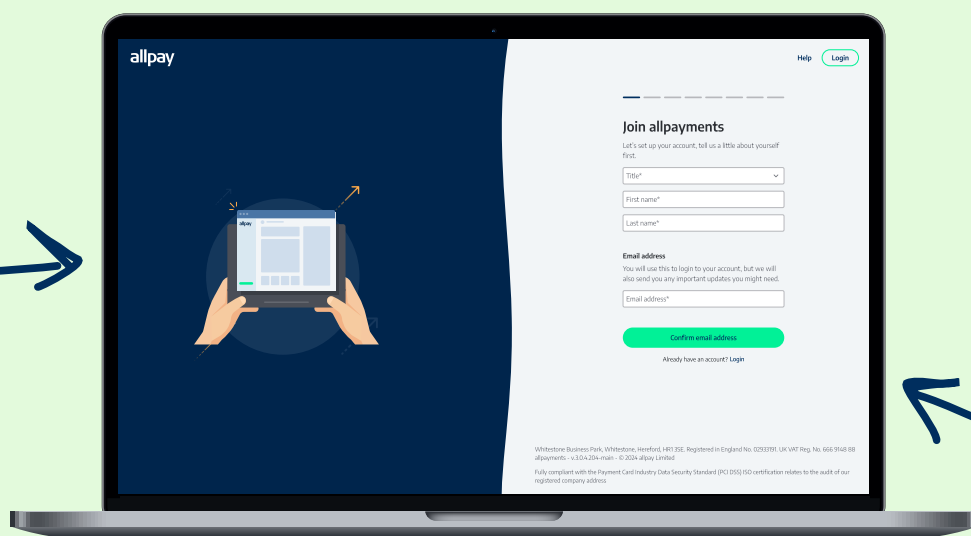


allpay

How to make a payment on allpayments web-portal



What is allpayments?

allpayments is our secure online payment service enabling you to conveniently pay your bills anytime from any PC, mobile or tablet device.

It provides you with the ability to make regular or one-off bill payments, store multiple allpay payment cards and bank cards and view your payment history.

You simply need internet access, a valid allpay Payment Reference Number (card or barcoded bill) and a current bank card to set-up your allpayments account to start paying your bills.



Sign up to allpayments in 5 simple steps

1. Go to **new.allpayments.net** or download the **allpayments app**
Select **I'm new to allpay**
2. Enter your **Title, First Name, Last Name** and **Email address** into the form
Select **Confirm email address** to continue
3. Once you have signed up you will need to verify your email address
4. Tap on **Terms and conditions** and review these, once you are satisfied, select **I have read the terms and conditions** checkbox
5. Select **I Accept**

You're now signed up for an allpayments account!

Download on the
App Store

GET IT ON
Google Play



Do you already have an allpayments account?

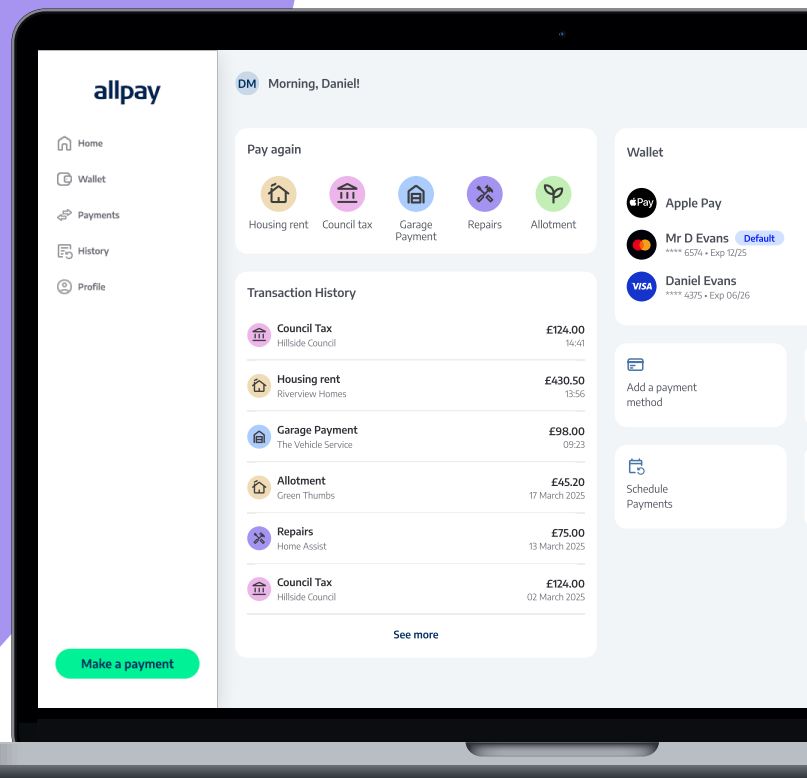
Head to the new allpayments and select **I already have an account** to migrate your details.

Enter your **Email Address** and **Password** and select **Sign in** to get started.

Add a Payee

1. Select **Payments** on the navigation bar
2. Enter your **Payment Reference Number (PRN)** and again to **Confirm PRN**
3. Select **Continue**
4. You should be presented with details of the organisation you would like to pay
5. Give your payee a nickname (e.g. RENT or TAX) and select **Save**

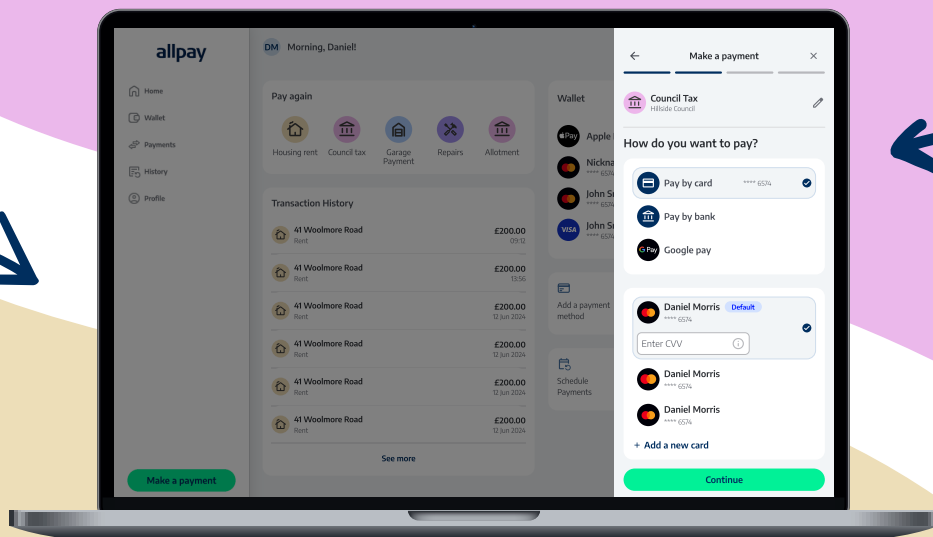
You're nearly ready to make your first payment!



Add a payment method

1. Go to **new.allpayments.net**
2. Select **Wallet** on the navigation menu
3. Select Add payment method
4. If adding a card:
 - Enter your **Card Number, Expiry date, CVV** and **Name on card** and enter your billing address
 - Check the details and select **Save new card**

You can now start making payments!



Making a payment

1. Select **Make a Payment**
2. Select the payee you'd like to make a payment to
3. Select your payment method
4. Select **Continue**
5. Enter the amount and select **Review payment**
6. After reviewing the payment, select **Pay securely** to complete the payment
7. Your payment receipt will appear on the screen, select **Get a receipt** to download and save it

For more help & guidance on using allpayments, visit allpaycustomer.helpscoutdocs.com

