NOTES ON HOW TO CREATE AN ON-LINE PAYMENTS ACCOUNT

1. Log in to the school website: https://www.cardinal-newman.org.uk OR directly onto the school gateway website https://login.schoolgateway.com/0/auth/login

The following screen will appear

2. Click onto Schoolgateway Online Payments, then choose New User.

The following screen will appear

Choose new user option, then enter e-mail and mobile number

Choose SEND PIN
Enter e-mail address and mobile telephone number held by school, *(ring school if you are unsure)*. Then click SEND PIN.

A pin number will be sent to your mobile telephone number.

Under the Existing User tab, enter the e-mail address and pin number on the screen as follows:

Choose existing user option, then enter e-mail and pin number

The following screen will appear:

Allowing you to add payments for lunch money or trips.