

## Instant Bank Transfer set up and usage help for School Gateway users

### What is Instant Bank Transfer?

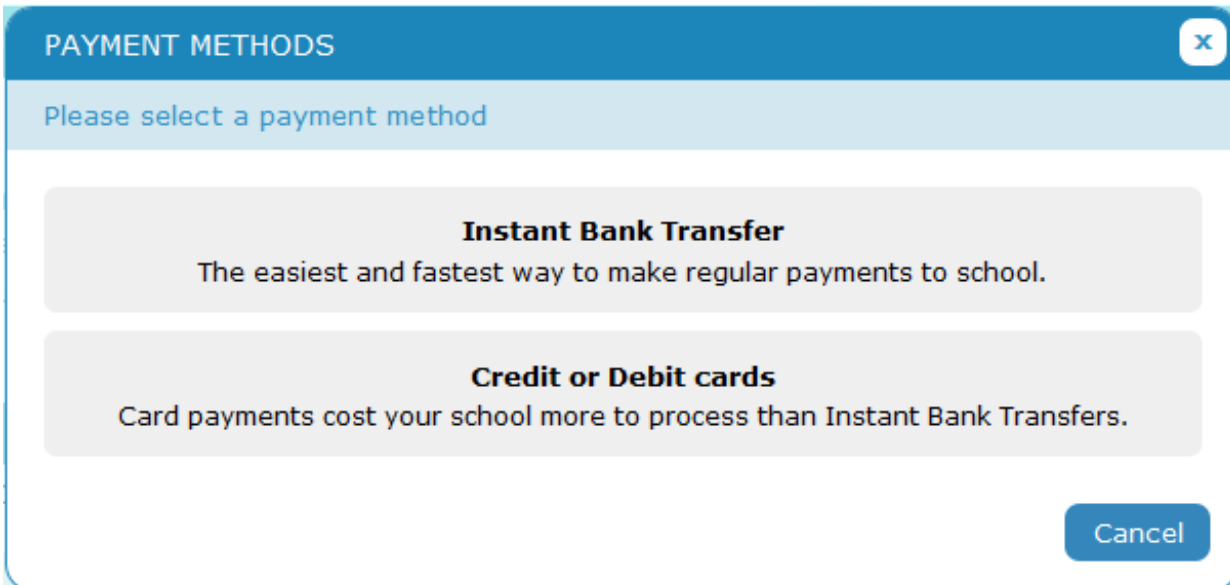
Instant bank transfer is a tried and tested, secure, and cost-effective solution for online payments made using the School Gateway.

On the School Gateway you the parents now have the choice to make school payments online by debit/credit card or Instant Bank Transfer. Instant Bank Transfer payments are the easy and fast choice for yourselves and you are protected by the Direct Debit Guarantee scheme offered by all the banks and building societies.

By using Instant bank transfer you are saving the school money because the transaction charges on a instant bank transfer payment is generally less than half the typical direct debit fee and even more will be saved from using instant bank transfer over a credit card or PayPoint payment.

### Setting up and using Instant Bank Transfer

Once you have added a payment item into your basket on School Gateway that you wish to pay for when you click on Proceed a window will now appear asking you which method you wish to pay via either “Instant Bank Transfer” or “Debit or credits cards”.



The screenshot shows a modal window titled "PAYMENT METHODS" with a close button (X) in the top right corner. Below the title bar, there is a light blue header with the text "Please select a payment method". The main content area contains two selectable options, each in a light grey rounded rectangle:

- Instant Bank Transfer**  
The easiest and fastest way to make regular payments to school.
- Credit or Debit cards**  
Card payments cost your school more to process than Instant Bank Transfers.

A "Cancel" button is located in the bottom right corner of the modal.

Choose the Instant Bank Transfer option and you will see the following page. After the initial set up you will not have to fill out any of this information. You will go straight through to a page so you can confirm the payment. The Instant Bank Transfer details are saved meaning that any future payment you make online will be a lot quicker with no need to enter any payment details. You will always have the option to pay via Credit or Debit cards if you prefer.

Liz Aaron (4SL) ✓ 📅 🛒 🇪🇺 🔄 🕒 📄 👤 🌱 STUDENT DETAILS ▾

### Setup Instant Bank Transfer

Enter the bank account details you would like to use for account transfer

**About you**

Firstname: \*

Surname: \*

Address Line 1: \*

City: \*

Post Code: \*

**Bank account details**

Account Holder Name: \*

Sort Code: \*

Account Number: \*

I confirm that I am the account holder and the only person required to authorize debits on this account

[Proceed](#)

Your personal information will already be prefilled from what the school have on record for you and once you have entered your bank account details press the proceed button.

Liz Aaron (4SL) ✓ 🛒 🇪🇺 🔄 🕒 📄 👤 🌱 STUDENT DETAILS ▾

### Direct Debit Confirmation

Please check your bank details are correct

**Details**

Account holder name: Matthew Warburton

Sort code: 53 \*\*\*\*

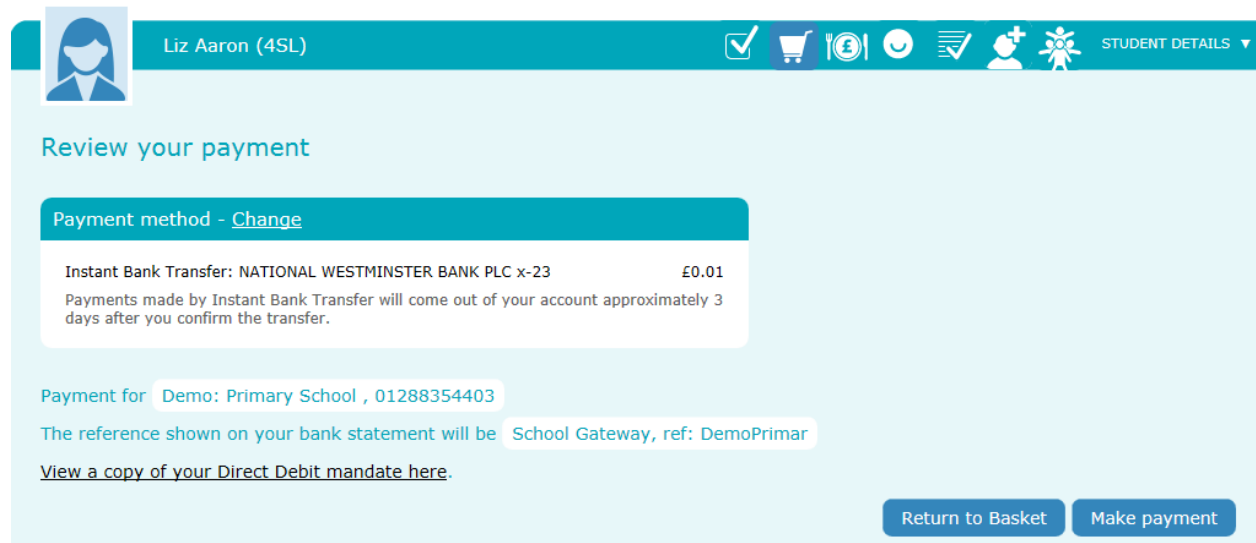
Account number: 56 \*\*\*\*\*

[Back](#) [Submit](#)

 **SCHOOL GATEWAY APP - NEW FEATURES...**  
 You can now make payments via School Gateway app. Download from your app store.




If your details are listed correctly and you are happy then press the Submit button. This will confirm that you wish to set up Instant Bank Transfer. At this point you will get the chance to read the Direct Debit guarantee and you will also receive an email confirming that Instant Bank Transfer has been set up.



**Review your payment**

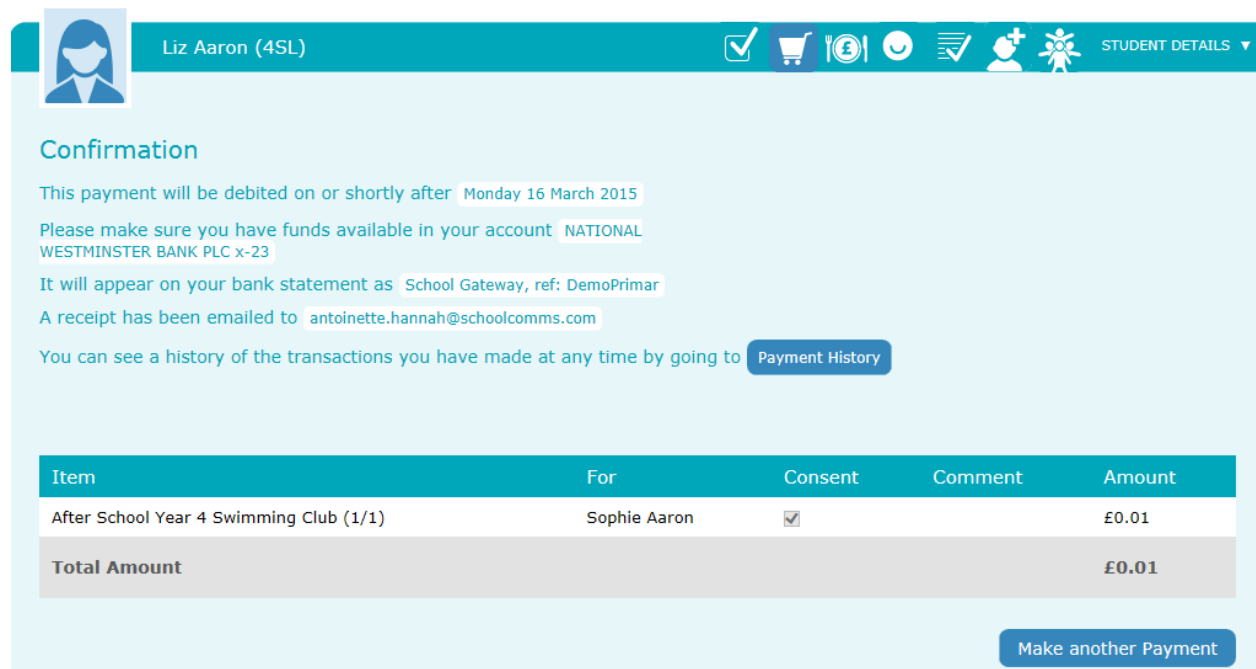
Payment method - [Change](#)

Instant Bank Transfer: NATIONAL WESTMINSTER BANK PLC x-23 £0.01  
 Payments made by Instant Bank Transfer will come out of your account approximately 3 days after you confirm the transfer.

Payment for Demo: Primary School , 01288354403  
 The reference shown on your bank statement will be School Gateway, ref: DemoPrimar  
[View a copy of your Direct Debit mandate here.](#)

[Return to Basket](#) [Make payment](#)

Now that Instant Bank Transfer has been set up, you will see a screen that gives you the chance to review your payment before proceeding. This is the screen you will see straight away after selecting Instant Bank Transfer as your desired payment option as the initial set up has now taken place. To proceed select Make payment or to return to the basket to make any changes select Return to basket.



**Confirmation**

This payment will be debited on or shortly after Monday 16 March 2015  
 Please make sure you have funds available in your account NATIONAL WESTMINSTER BANK PLC x-23  
 It will appear on your bank statement as School Gateway, ref: DemoPrimar  
 A receipt has been emailed to antoinette.hannah@schoolcomms.com  
 You can see a history of the transactions you have made at any time by going to [Payment History](#)

Item	For	Consent	Comment	Amount
After School Year 4 Swimming Club (1/1)	Sophie Aaron	<input checked="" type="checkbox"/>		£0.01
<b>Total Amount</b>				<b>£0.01</b>

[Make another Payment](#)

You will then see confirmation that the payment has taken place. Please note when you make your first payment using Instant Bank Transfer it takes 4 days for the funds to leave your account. After your first payment additional payments then take 3 days.