

## Using the IPAL system to make payments

**Making payments video-** [https://www.youtube.com/watch?v=VC\\_3084ZC2I&t=10s](https://www.youtube.com/watch?v=VC_3084ZC2I&t=10s)

**Topping up your wallet video-** <https://www.youtube.com/watch?v=bHU1JHrspcw>

### Topping up your wallet

The easiest way to manage bookings is to top up your wallet in IPAL using either childcare vouchers or card details by:

Logging in: <https://mytimeactive.schoolipal.co.uk/>

Going to the green wallet button.

**Childcare**  
by mytimeactive

Make Bookings £0.00 Home Admin  
PROFILE CHILDREN INVOICES MESSAGES CALENDAR NOTES REGISTER

Home - Parent - Wallet

Click on add money to wallet

**MY WALLET BALANCE : £0.00**

ADD MONEY TO WALLET -

Choose how you wish to pay

ADD MONEY TO WALLET -

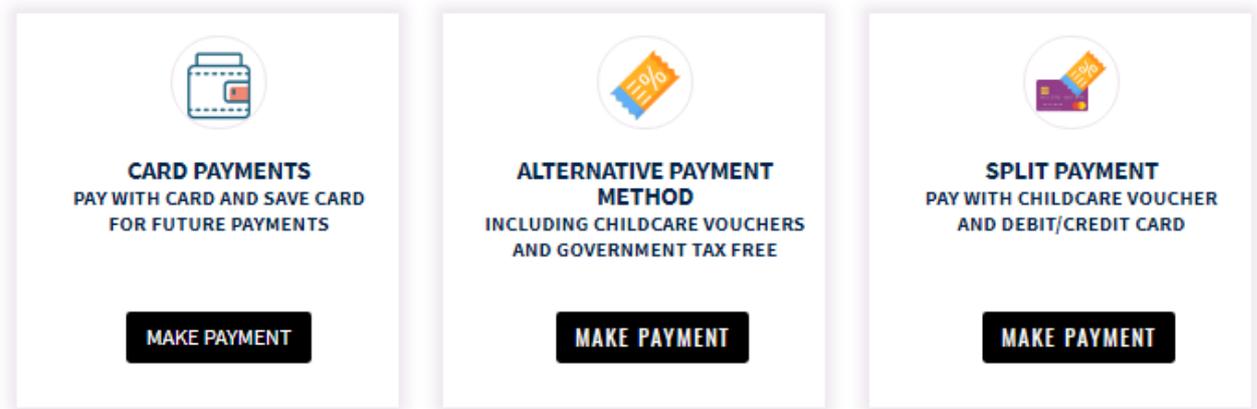
- By childcare voucher
- £10 by credit/debit card
- £20 by credit/debit card
- £30 by credit/debit card
- £40 by credit/debit card
- £50 by credit/debit card
- £100 by credit/debit card
- Custom amount

**If paying by voucher** you will need to fill out the below information and submit. Our finance team will then reconcile the voucher information once it has been received by us.

WHEN PAYING VIA VOUCHER THIS MAY TAKE UP TO 5 WORKING DAYS TO BE CONFIRMED

Parents name *	Child's name and school *
<input type="text"/>	<input type="text"/>
Payment provider / method *	Amount paid * (please do not add any symbols in this box)
<input type="text"/>	<input type="text"/>
Please confirm the date this payment was made	
<input type="text"/>	
<input type="checkbox"/> I can confirm I have transferred the correct funds from my voucher provider where necessary	<input type="button" value="SUBMIT"/>

If paying by card you will be taken to the following screen



Here you can choose the method, either card only, voucher/tax free or a split if card and voucher

If you choose card you will be taken to our secure Stripe payment system, where you will need to fill out your card details and make a payment



Please make your secure stripe payment.

Parents name \*

Parents email \*

Pay from already saved card

Saved Credit or debit card CVC

Cancel

PAY £ 20

### Paying by using the invoice function

You can also make payment by using your invoice.

Go to invoices



Click on the invoice in question

24-05-2021	£ 2.00	success	 Invoice	Cancel / Amend
		<a href="#">partial payment</a>	 Archive	

Scroll down and you will see the payment months

### Payment History

Course	Month	Dates reserved	Amount	Payment status	Date Paid
#5799-Test Breakfast & After School Club (Permanent) 2021/2022,	May 2021	<a href="#">View all dates</a>	£1.00	<span>Paid</span>	21-05-2021
#5799-Test Breakfast & After School Club (Permanent) 2021/2022,	Jun 2021	<a href="#">View all dates</a>	£1.00	<span>Wallet</span>	01-06-2021

If you have already paid you will have a paid button next to your dates

If you have not paid it will say pay now, click on the pay now button

Sep 2021	<a href="#">View all dates</a>	£323.00	<span>Pay now</span>
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You will be taken through to the payment method types



**PAY WITH YOUR WALLET**

[MAKE PAYMENT](#)



**CARD PAYMENTS**  
PAY WITH CARD AND SAVE CARD FOR FUTURE PAYMENTS

[MAKE PAYMENT](#)



**ALTERNATIVE PAYMENT METHOD**  
INCLUDING CHILDCARE VOUCHERS AND TAX FREE VOUCHER PAYMENTS

[MAKE PAYMENT](#)



**SPLIT PAYMENT**  
PAY WITH CHILDCARE VOUCHER AND DEBIT/CREDIT CARD

[MAKE PAYMENT](#)

Choose your method and fill out the details.

You will get reminders about any overdue payments via email and also alerts will come up in IPAL for you.

Please note if paying by voucher you will only be able to add one voucher at a time until the voucher payments have been reconciled by the finance team.

We look forward to welcoming you back to club very soon!

The Childcare Team