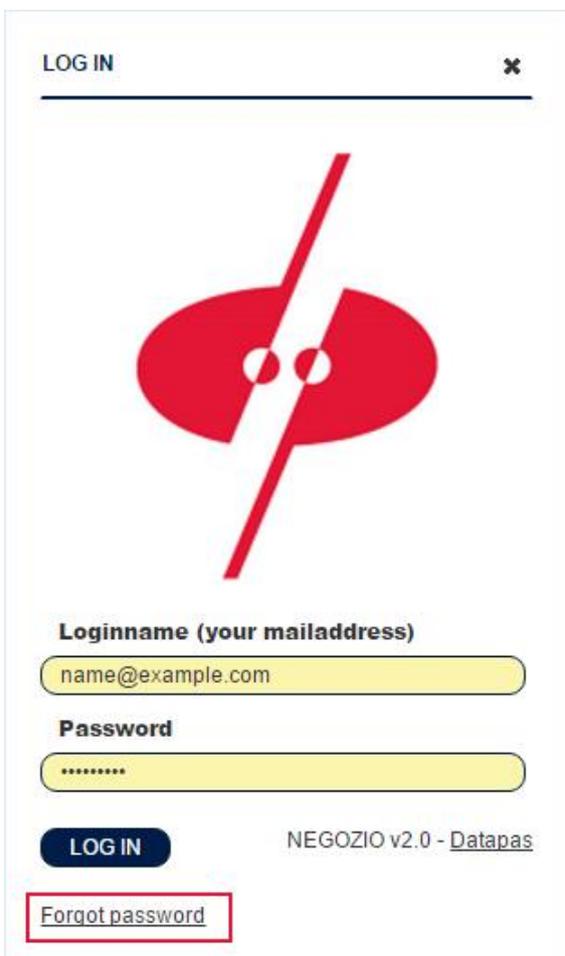# Parent Manual Schoolloket

This manual describes how you can make payments for Schoolloket from login to checkout confirmation. The steps below are necessary to make your payment.

| Choice | > | Terms | > | Payment method | > | Confirmation |

Login

Before you can perform the necessary steps to make a payment, you will need to log into Schoolloket. Your email address is your login name. The first time you're invited for Schoolloket, you also receive a link to set a password. If you forget your password, you can request a new one using the password forgot link. Follow the steps below to reset your password.

Forgot your password?

Go to the Schoolloket website of your school and click on "Forgot Password" underneath the login screen.

This opens a window where you can enter your email address.

Enter your email address. You will receive an email with a password reset link within a few minutes.

Pay attention! This email can sometimes end up in the spam box.

Open this email in your mailbox and click the password reset link.

This takes you to a screen where you can set your new password. You can then log in directly.

Choice

After logging in, you will enter your personal overview page. Here are the items that have been handled this year and the items that need to be handled still. If you have multiple children at school, they will all be listed here. Below is an example of this overview.

Select the items you want to make a payment for and click on the "To checkout" button.

Terms

In this second step, you can select which terms of the items you want to pay, provided that the items can be paid in multiple terms. Below is an example.

	Choice	Terms	Payment method	Confirmation

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Choose	Product		Amount	Terms	Due Date	Schoolyear	Paid
	School fee	☐	€ 5000,00	1/1 ?	---	2015-2016	€ 5000,00
	Museum	☐	€ 27,00	1/1 ?	---	2015-2016	€ 27,00
☐	Trip New York	☐	€ 190,00		Expired	2015-2016	€ 0,00
☑	Locker	☐	€ 10,00	0/1 ?	10-07-2016	2015-2016	€ 0,00

☑ Pay	Due Date	Payment reference	Amount
☑	10-07-2016	DP_202216040757063ce71654c	€ 100,00

Confirm your selection

Please email us on: info@schoolname.nl or call us on 023 - 000 00 00.

When selecting an item to pay, the first term will be selected by default. You can optionally select several terms for payment. You can select items do pay and uncheck all the terms of this specific item to indicate that you will pay this item but at a later time will make your payment. When you have made your selection, click on the button "Confirm your selection" to continue.

Payment method

Here is a confirmation of the items you chose to make a payment for. Here you can choose how to pay and read the related terms and conditions. The payment overview adapts depending on the payment method chosen. Below is an example.

To continue to the next and final step, please select the preferred method of payment and accept the terms and conditions. Then click on the button "Pay".

Confirmation

In this last step, you will see a confirmation of the transactions you just created. You will also see information about the next time an action of you is required. Below is an example which has been chosen to pay through iDeal.

A confirmation of these transactions will be sent to your email address. Besides the above notification about upcoming payment, you will receive an email when action is required.