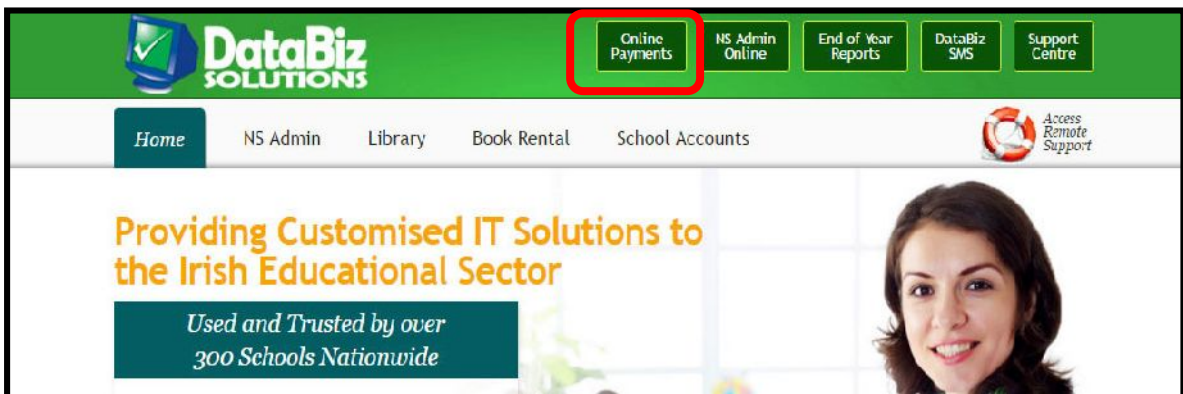


Logon to DataBiz Online Payments application

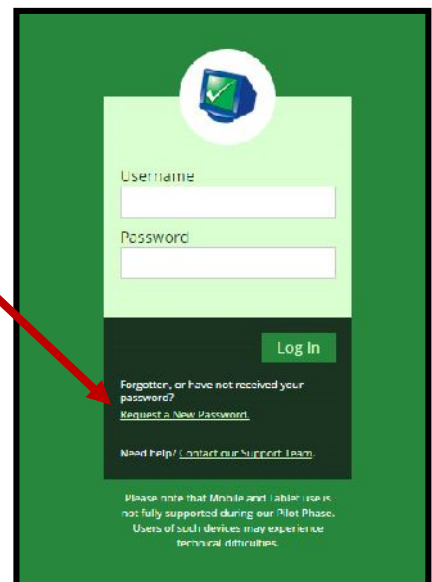
1. Please open our website - <https://databizsolutions.ie> - in any web browser (Google Chrome would be our recommended browser). From the home page click on the **Online Payments** button.



2. On the next page please click on the **Log In** button.



3. On the next page please click on the **Request a New Password** link underneath the **Log In** button.



4. On the **Request a New Password** screen there are 2 options for requesting your initial password. Please choose the one that is appropriate for you.

Option1: If you have provided the school with your email address then enter your email address in the box provided under the New Users column and then click the **Send New Password** button.

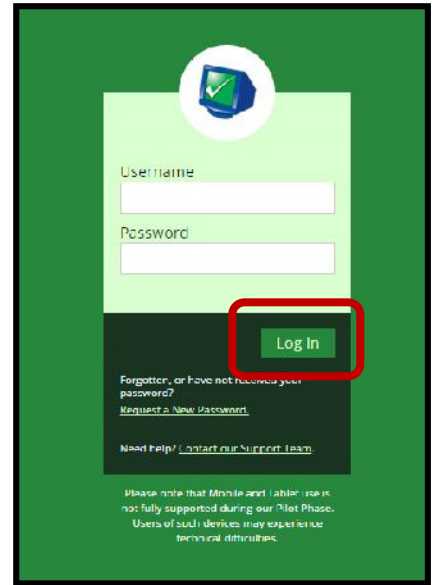
The screenshot shows the 'Request New Password' form with two columns: 'Existing Users' and 'New Users'. The 'New Users' column has a text input field highlighted with a red box. Below it is an 'OR' separator, followed by 'Contact Number' and 'Email' input fields. At the bottom right, the 'Send New Password' button is also highlighted with a red box. A red arrow points from the top right towards the 'New Users' column.

Option2: If you have provided the school with your mobile number then enter your mobile number in the **Contact Number** box and your email address in the **Email** box (an email address is required as both a unique login and for sending payment receipts) provided under the New Users column and then click the **Send New Password** button.

The screenshot shows the 'Request New Password' form with two columns: 'Existing Users' and 'New Users'. The 'New Users' column has the 'Contact Number' and 'Email' input fields highlighted with a red box. At the bottom right, the 'Send New Password' button is also highlighted with a red box. A red arrow points from the top right towards the 'Contact Number' and 'Email' fields.

5. Open your email and you should have received an email with your new password (If the email is not in your inbox please check your Junk/Spam folder).

6. Go back to the web-page and enter your email address and the new password that you have just received in your email and click **Log In**.



7. Choose the **DataBiz Online Payments** option and this will bring you to the page detailing your charges and give you the option to pay all or some of those charges via credit/debit card.