

Online Club Payment Facility



We have introduced a facility to allow you to pay club expenses securely online with your debit or credit card.

**\*\*\*We would encourage ALL members to avail of this facility\*\*\***

**REGISTERING YOUR EASY PAYMENTS PLUS ACCOUNT**

**If this is your first time using Easy Payments Plus, please follow the below steps.**

1. Go to the club’s website and select the Easy Payments Plus button.
2. You will automatically be brought to a page which will display all the membership fees. You will see a ‘Log In’ button on the top right of the screen. Press this.
3. The first time you use the system you will be asked if you have an Easy Payments Plus account, please select NO and fill in the below fields.



1. Please note that when making up a password, it must contain a minimum of 8 characters, at least 1 uppercase letter, 1 lowercase letter, 1 number and 1 special character. Examples of special characters are ?!@
2. You will then be brought to the below screen. Please select a type. Please note these are just examples and could vary for your own club.



1. You will then be asked to fill out registration details for the person who is **making** the payment to the club. You will then be brought to a screen to add any additional members you wish to register.
2. Please ensure to add all members you want to register before proceeding to payment.

**If you have an Easy Payments Plus Account already, maybe with a school or another club please follow the below steps to activate your account with the new club.**

1. You will need to log onto to the club website and click on the Easy Payments Plus button.
2. You will automatically be brought to a page which will display all the membership fees. You will see a ‘Log In’ button on the top right of the screen. Press this.
3. You will be brought to the Easy Payments Plus login screen, when asked if you have an account already select **YES.**
4. Enter your email address and password that you use to access your other accounts through Easy Payments Plus. You will then be brought to the below screen.

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1. Please enter in all details and click continue. You will be brought to a screen and you will be asked to ‘Add New Names’. Please add all additional names you wish to register.



**PAYMENT**

* Once you have completed the registration process, please follow the instructions on the screen to select the appropriate items(s) to pay and then enter your card details when prompted.
* You will receive a receipt via email for every payment you make.
* From then on you can login to your account at any time and look at payments you have made and any instalments you have setup.

**SECURITY**

* All payments are processed using SSL (Secure Socket Layer) technology, which ensures the security of the transaction as it is being processed.
* All payments are processed by a PCI (Payment Card Industry) compliant payment processor, which ensures all card holder’s data is managed securely.
* Easy Payments Plus has updated its policies, processes and procedures to ensure that student data is held in a GDPR compliant manner.

If you have any questions, please do not hesitate to contact the club.