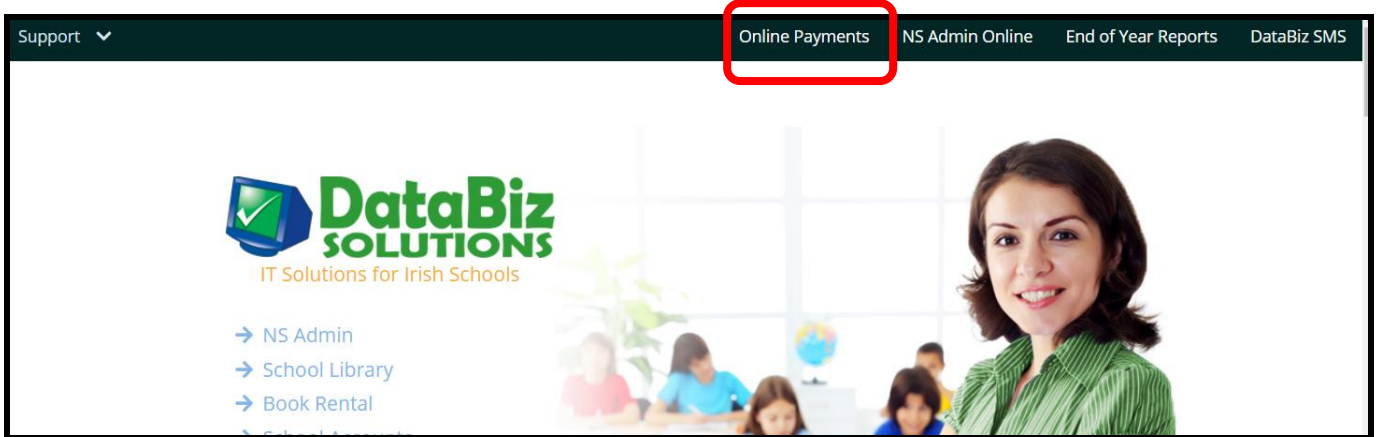
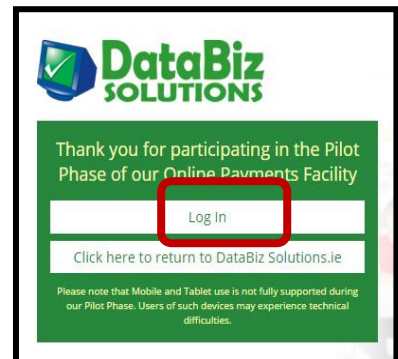


Logon to DataBiz Online Payments application

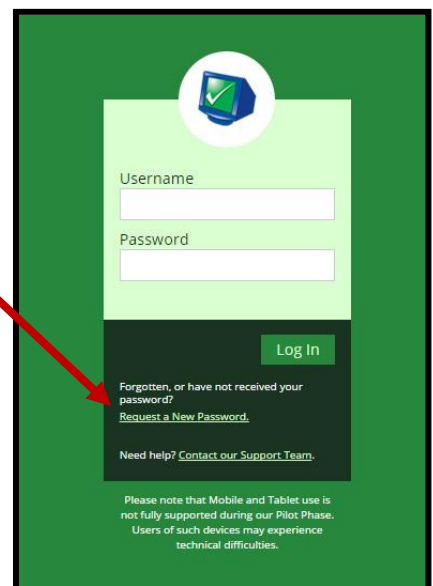
1. Please open our website - <https://databizsolutions.ie> - in any web browser (Google Chrome would be our recommended browser). From the home page click on the **Online Payments** button.



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.

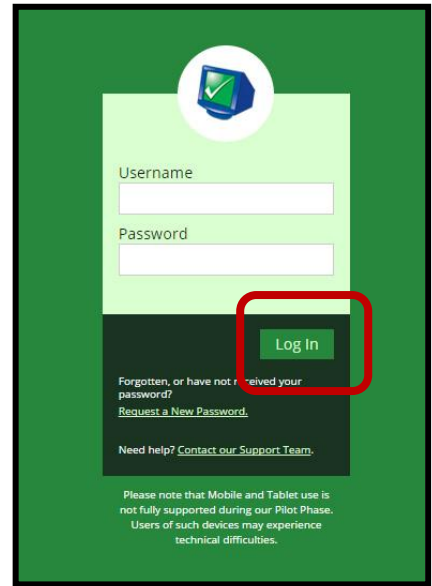
The screenshot shows a green-themed form titled "Request New Password". It has two main columns: "Existing Users" and "New Users". The "Existing Users" column has a text box for email address. The "New Users" column has a text box for email address, which is highlighted with a red box. Below this is an "OR" separator, followed by two more text boxes for "Contact Number" and "Email". At the bottom right, there are two buttons: "Cancel" and "Send New Password", with the latter highlighted by a red box. A red arrow points from the top right towards the "Send New Password" button.

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.

This screenshot is identical to the one above, showing the "Request New Password" form. In this instance, the "Contact Number" and "Email" text boxes under the "New Users" column are highlighted with a red box. A red arrow points from the top right towards the "Send New Password" button.

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.