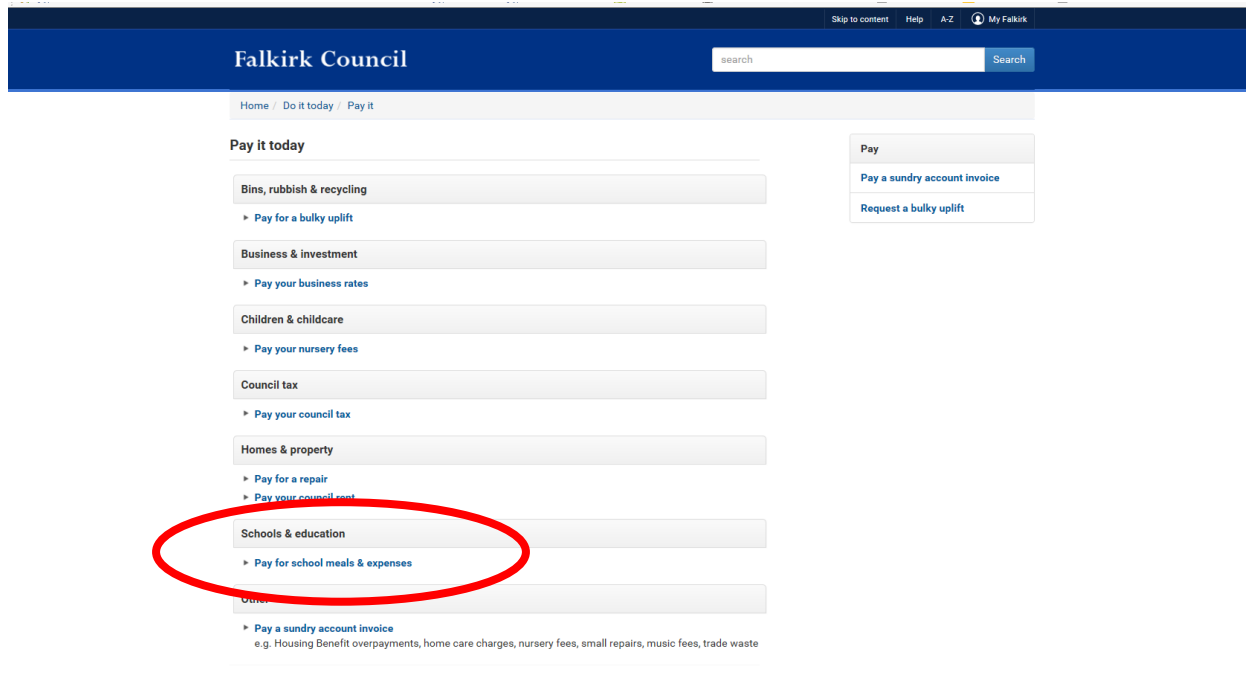


Online Payment Instructions: Alton Towers Reward Trip

Step 1: Visit the Falkirk Council website using the link [here](#).

Step 2: Click the 'pay for school meals and expense'



Step 3: Select 'Larbert High School'



Welcome to the Capita Software Services 24 hour secure Internet payments service. You may make a variety of payments using this secure site with most major credit or debit cards.

Please select a service you wish to pay for from the following list:

Items > Miscellaneous Schools

- Braes High School
- Bo'ness Academy
- Denny High School
- Falkirk High School
- Graeme High School
- Greenbank High School
- Larbert High School
- St Mungo's High School

Security Information

All online card payments are protected by Secure Socket Layer (SSL) with an encryption key length of 128 bits, which is the highest level commercially available. Your payment card details are directly processed by the Payment Management Division of Capita Software Services, a leading provider of secure online payments services to local government, and are not collected nor accessible by the Council.

Capita Software Services' online payment management solutions are independently and rigorously security assessed, and are certified by Visa and MasterCard as a Payment Card Industry Data Security Standard (PCI DSS) Level 1 payment processor. Further information about this payment card security standard can be found at https://www.ncisecuritystandards.org/security_standards/pci_dss.shtml

Online Payment Instructions: Alton Towers Reward Trip

Step 4: Select 'School Events'



Falkirk Council
Information & Payment Help

Welcome to the Capita Software Services 24 hour secure Internet payments service. You may make a variety of payments using this secure site with most major credit or debit cards.

Please select a service you wish to pay for from the following list:

Items > Miscellaneous Schools > **Larbert High School**

- Schools Meals
- School Events**
- Home Economics
- Design Engineering & Technology

Security Information

All online card payments are protected by Secure Socket Layer (SSL) with an encryption key length of 128 bits, which is the highest level commercially available. Your payment card details are directly processed by the Payment Management Division of Capita Software Services, a leading provider of secure online payments services to local government, and are not collected nor accessible by the Council.

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Step 5: On the next screen please fill in

- **Name of Event:** Alton Towers
- **Amount £:** Total amount you wish to pay
- **Message Box:** For the attention of Mrs Kirsty Chatburn



Falkirk Council
Information & Payment Help

Payment School Events

Name of Event * Alton Towers

Date of Birth
DDMMYY *

Registration Class *

Name *

Pupil's Address1 *

Pupil's Address 2

Pupil's Address 3

Pupil's Address 4

Pupil's Postcode *

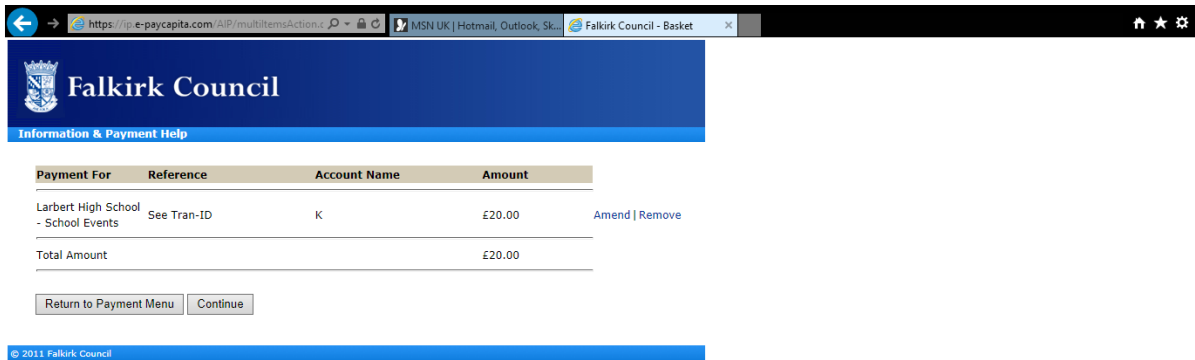
Amount £ 0.00

If you wish to send a message with your payment, please use the message box below.

Message Box
(maximum 50 characters) For the attention of Mrs Kirsty Chatburn

Online Payment Instructions: Alton Towers Reward Trip

Step 6: You will then be directed to the confirmation page.

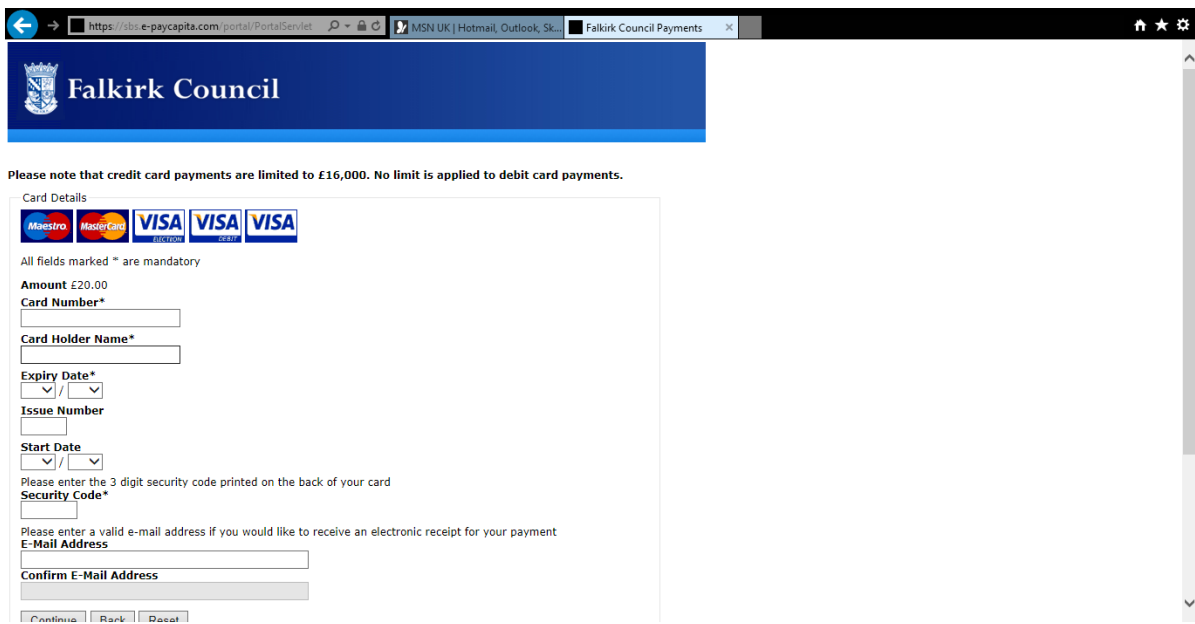


The screenshot shows a web browser window with the URL <https://p.e-paycapita.com/AIP/multiItemAction.aspx>. The page header features the Falkirk Council logo and the text "Falkirk Council" and "Information & Payment Help". Below the header is a table with the following data:

Payment For	Reference	Account Name	Amount	
Larbert High School - School Events	See Tran-ID	K	£20.00	Amend Remove
Total Amount			£20.00	

At the bottom of the table area, there are two buttons: "Return to Payment Menu" and "Continue". The footer of the page displays "© 2011 Falkirk Council".

Step 7: You will then be asked for your payment details.



The screenshot shows a web browser window with the URL <https://p.e-paycapita.com/portal/PortalServlet>. The page header features the Falkirk Council logo and the text "Falkirk Council" and "Falkirk Council Payments". Below the header, a notice states: "Please note that credit card payments are limited to £16,000. No limit is applied to debit card payments." The main content area is titled "Card Details" and includes logos for Maestro, MasterCard, and VISA. Below the logos, a note says "All fields marked * are mandatory". The form contains the following fields:

- Amount: £20.00
- Card Number* (text input)
- Card Holder Name* (text input)
- Expiry Date* (dropdown menu)
- Issue Number (text input)
- Start Date (dropdown menu)
- Security Code* (text input, with a note: "Please enter the 3 digit security code printed on the back of your card")
- E-Mail Address (text input, with a note: "Please enter a valid e-mail address if you would like to receive an electronic receipt for your payment")
- Confirm E-Mail Address (text input)

At the bottom of the form, there are three buttons: "Continue", "Back", and "Cancel".