

All pupil's school meals must be paid via the link from the Council's internet payments web page. This provides a step-by-step guide to help you through the process. However, should you have any queries please **contact your child's school**.

**PLEASE NOTE: YOU MUST ALLOW 24 HOURS FOR YOUR PAYMENT TO BE APPLIED TO YOUR CHILD'S SCHOOL MEALS ACCOUNT.**

This is because the payment is not processed directly by Bridgend County Borough Council but by our payment provider – the **Payment Management Division of Capita Software Services**.

1. Go to Bridgend County Borough Council web site home page at '[www.bridgend.gov.uk](http://www.bridgend.gov.uk)' and click on the '**Pay It**' link:

2. This will take you to the payment 'portal' and the items that can be paid online.

Select '**Primary school meals**' or '**Secondary school meals**' from the list.

3. This will provide you with a list of either Primary or Secondary schools dependent on your selection at step 2. Select your child's school from the list (Primary schools shown as an example). Use the scroll bar on the right of the screen to view more schools.

4. From the next screen click on '**Pupil School Meals**'. This will take you to the start of the payment process.

5. Enter the '**Pupil Number**', '**Pupil Forename**', '**Pupil Surname**' and '**Amount**'. Please note that you must enter ALL fields.

6. Click '**Continue**'.

7. Check the details on the screen. Click on Amend or Remove if you need to make changes.

To top up another pupil's account click on '**Add Another Service**' and repeat steps 2 to 7.

Once you are ready to pay click '**Continue**'

8. On clicking '**Continue**' you will now be asked your payment choice. If you have not previously set up your '**Wallet**' then select '**Pay using a card**', otherwise select '**Wallet**'.

9. If using the '**Wallet**' you will need to sign into your Google account and follow the Google instructions. If using a credit/debit card please enter your card details. ALL fields are required. Click on '**Continue**'

10. This will bring up the '**Additional Information**' page. **YOU NEED TO AMEND THE Cardholder's Name\*** to that which is on the card in order to make payment.

For a receipt please enter your email address and confirm E-Mail.

Click on '**Continue**'

11. You will be presented with a '**Payment Confirmation Page**'. Check your details and click '**Make Payment**'.

12. Your payment has now been completed! Please '**Print this page as confirmation of your payment**'