

## ADMIT SYSTEM – How to find the payment screen.

### Viewing your child's information

Click on the three dots at the end of row and select “view child details”

Children				Add Child
Details of any children that you have added to your account and their application status.				
Name	Known As	Application Status	DOB	
A B	--	Application Processing	22/05/2021	View Child Details

Now select the **Purchase Extra Hours** tab

Overview	Purchase Extra Hours	Trustee										
<p><b>Child Details</b></p> <table border="1"> <thead> <tr> <th>Full Name</th> <th>Known as</th> <th>DOB</th> <th>Sex</th> <th>SEEMIS Number</th> </tr> </thead> <tbody> <tr> <td>A B</td> <td>--</td> <td>22/05/2021</td> <td>male</td> <td>--</td> </tr> </tbody> </table> <p>Update Details</p>			Full Name	Known as	DOB	Sex	SEEMIS Number	A B	--	22/05/2021	male	--
Full Name	Known as	DOB	Sex	SEEMIS Number								
A B	--	22/05/2021	male	--								


You will now be able to see below.

Overview	Purchase Extra Hours	Trustee
<p><b>Payments</b></p> <p>Select payment option</p> <p>Make Payment</p> <p>Activity Log</p> <p>1 Payment Due</p>	<p><b>Sessions Booked</b></p> <p>1</p> <p><b>Outstanding balance</b></p> <p>£3.00</p> <p>Debit</p>	<p><b>Child Booking ID</b></p> <p>Used as booking reference</p> <p>6852bd2e8f1653d4a1dd5aba</p>

Click on “Make a Payment” button, select ‘Childcare Vouchers’, then type in name of the Childcare Voucher Company (you can state more than one here) you will be using, in the ‘Voucher Provider(s)’ box which appears once ‘Childcare Vouchers’ selected. Click Continue.

You will now see the following message:

Payment Intent Successful


Your Payment Method has been defined

You have selected Childcare Vouchers, we will now review your account and update as necessary.

**Here's how you can continue make your payments:**

1. Log in to your childcare voucher provider account.
2. Follow the steps to make your payment and confirm your childcare provider details.

Done

Click Done. Notification you will pay with Childcare voucher complete.