

## **Instructions for online 'Breakfast Club' payments**

1. Go to [www.wrexham.gov.uk/estore](http://www.wrexham.gov.uk/estore) or [www.wreccsam.gov.uk/esiop](http://www.wreccsam.gov.uk/esiop)
2. If you do not want to register or log in, go to step 5.
3. The benefits of registering are that your personal information and card details are saved and the history of all payments you have made whilst logged in will be available to view. Via the Home button (mobile users press the three lines for menu), first time users can 'Register' an account and those already registered can 'Log in'.
4. Registration is easy and you can then log in with your email address and a password of your choosing.
5. Select your child's school from the 'Shop' drop down menu on PC or laptop. If using a mobile device, select 'Filter' to see the drop down menu, select the school and press 'Search'
6. Once the school has been selected you will see a list of items that are available for you to pay for.
7. All items require you to enter the pupil reference number you have been issued for your child, the child's name and the amount you wish to pay.
8. On desktop, fill in the details for the item you wish to pay for and click 'Add to Basket'. On mobile, press 'Add', fill in the details and press 'Add to Basket'
9. Once added to the basket you have the option to go back to the directory to add other items, remove any items you don't want or if you have everything you want, Checkout.
10. You can pay for your Council Tax, Rent, Sundry Debts and many other things at the same time.
11. Once you have selected 'Checkout' you will be asked how you would like to pay. You can pay by Credit Card, Debit Card or PayPal. If you have registered, you can save card details to your account.
12. If you have chosen to pay with a card saved to your account you will be asked for the three digits from the back of your card.
13. If paying by PayPal you will be taken to the PayPal website.
14. Your payment will be authorised.
15. Once authorised you will be sent an email confirmation if registered, the option to request an email if not registered and the option to print a copy of your receipt.
16. If registered, you can keep track of all payments made whilst logged in. Just select the 'Payment History' tab.
17. Clicking on the receipt number will show you a copy of your receipt for the payment it relates to.