



Dear Parent/Carer

**Re: iPayimpact (iPay) Setup**

Cox Green School operates an online cashless payment system called iPay. You will need to setup an account to pay for any food or drink from our school cafeteria 'DINE' and to pay for trips, activities and lockers.

**Register your iPay account:**

- Download the iPay app from your app store by searching for 'iPayimpact' or go to: <https://www.ipayimpact.co.uk/>.
- Click on 'Register'.
- Enter your child's unique Account Reference Code, which will be text to you.
- You can then create an account in your name by completing your details (additional children can be added after your account is registered).
- You will then receive an email, click the link in the email to activate the account.
- Return to the log in page where you will be prompted to enter further contact details to finalise your registration.
- For any support queries please see <https://cgss.co/ipayfaq>

**Adding additional children to an existing iPay account by:**

- On the iPay app home screen, under 'Quick Actions', click 'Link Account'.
- Enter your other child's Account Reference Code in the 'Link Key' box, which will be text to you for each additional child.

**Topping up an iPay account:**

- Select your child's account on the home screen.
- Click 'School Meals' and then 'Top Up'.
- Enter the amount required and proceed to the checkout.
- To store a payment card for future use, select the menu on the home screen and click 'My Cards'.
- You can also opt-in to automatic payments, by clicking 'Automatic payments' on the 'School Meals' top up page.

**Using your iPay account:**

You will be able to access and manage your iPay account, using the iPay website or App to:

- Top up your account with credit or debit card.
- Check your account balance and view your transactions.
- Update/amend your iPay details.

Please note that the daily spend limit in DINE is £7.00 unless otherwise requested. To change this limit please email [enquiries@coxgreen.com](mailto:enquiries@coxgreen.com).

For full terms and conditions please refer to iPay website <https://www.ipayimpact.co.uk/>.

Yours sincerely  
Caroline Dunne  
Finance Director