

## Important notice for Parents/Guardian

Dear Parent/Guardian,

*Grange CC is now a cashless school. In order to facilitate ease of payment of school funds we are using the MIT online payment system. This means that you now pay all school fees (book rental, journal, insurance, trips etc.) through our secure online system by credit or debit card and keep track of payments paid and print off a receipt.*

To set up your online payment account:

1. Go to the school webpage [www.grangecc.com](http://www.grangecc.com)
2. Click on the Online Payments link.
3. Click on Second Level.
4. For your first time to login select the Create Account button.
5. Enter your child's first name, surname and PPS number.
6. Press NEXT.
7. You will be asked to confirm if your address and contact details are correct and you must enter an email address for further communication. (This email address will be used as your username) You must also create and confirm a password. Keep a secure record of these as you will use them to login on future occasions.
8. Note that you can edit your child's personal and contact details on the system. If you notice an error in your details, please click on the edit button and update once corrections have been made. Please tick the box confirming your details are now correct and click the Confirm button.
9. You will see at least two tabs in the payment screen depending on how many children you have attending Grange Community College. Choose the Family tab if you wish to pay a number of fees or choose your child's name if you wish to make a payment against that individual.
10. Choose the amount you wish to pay from the payment dropdown and click the Next button.
11. Enter your credit/debit card details as instructed on the screen and click on the Next button. If you have any difficulties at this stage, please phone the school office.
12. You can print and/or save your receipt.

If you cannot use the online system, please email us for assistance.  
[grangeccadmin@ddletb.ie](mailto:grangeccadmin@ddletb.ie)

Seán Smyth  
Principal