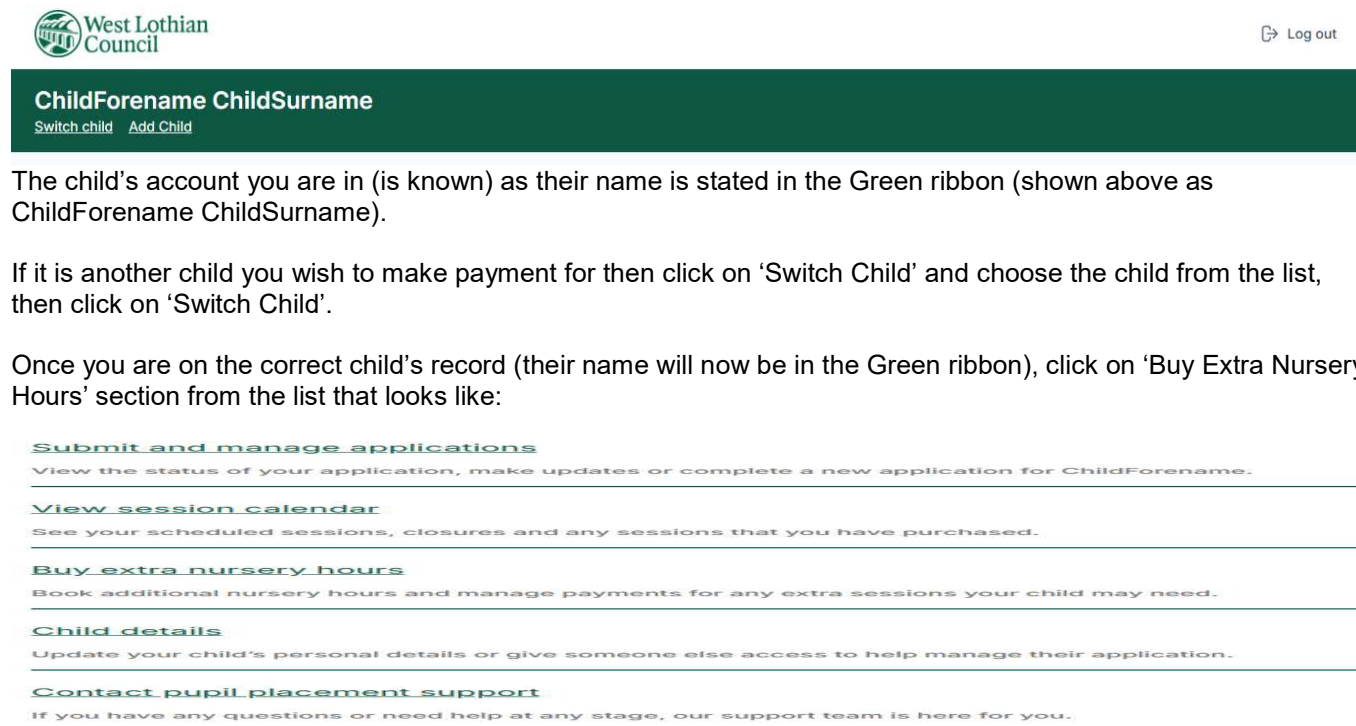


ADMIT SYSTEM – How to find the payment screen.

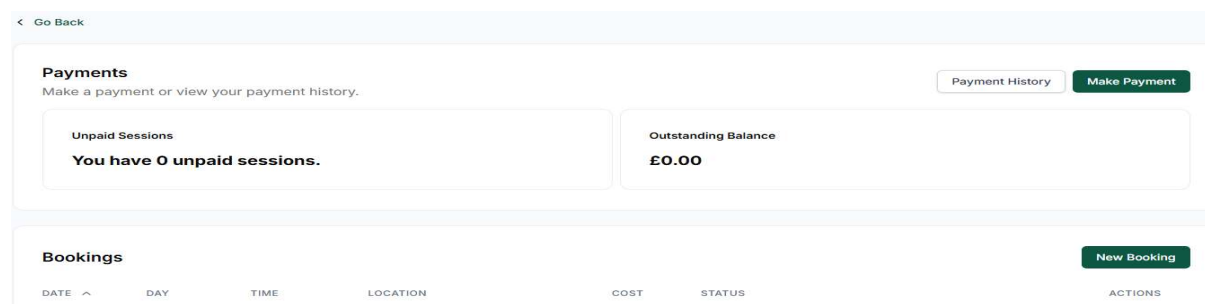
Viewing your child's information

Once logged in it will look like this:



The screenshot shows the user interface of the ADMIT SYSTEM. At the top left is the West Lothian Council logo. At the top right is a 'Log out' button. Below the logo is a green ribbon containing the text 'ChildForename ChildSurname' and two links: 'Switch child' and 'Add Child'. Below the ribbon, there are five navigation links, each with a description: 'Submit and manage applications' (View the status of your application...), 'View session calendar' (See your scheduled sessions...), 'Buy extra nursery hours' (Book additional nursery hours...), 'Child details' (Update your child's personal details...), and 'Contact pupil placement support' (If you have any questions or need help...).

You will then see:



The screenshot shows the 'Payments' and 'Bookings' section of the ADMIT SYSTEM. The 'Payments' section has a 'Go Back' button, a 'Payments' title, and a description 'Make a payment or view your payment history.' There are two buttons: 'Payment History' and 'Make Payment'. Below these are two boxes: 'Unpaid Sessions' showing 'You have 0 unpaid sessions.' and 'Outstanding Balance' showing '£0.00'. The 'Bookings' section has a 'Bookings' title, a 'New Booking' button, and a table with columns: DATE, DAY, TIME, LOCATION, COST, STATUS, and ACTIONS.

This page is an overview of bookings/cancellations, payments/outstanding monies due.

To inform us you will be making payment via 'Childcare Vouchers'

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.

This only requires to be applied on Admit once, then you go to your 'Childcare Vouchers' account when you wish to make payment, and make the payment on that system.

Please note this will take 3-5 working days to reach us and then be applied to your child's account.

If the nursery your child attends is not listed on your 'Childcare Vouchers' account to select, please e-mail buyextranurseryhours@westlothian.gov.uk