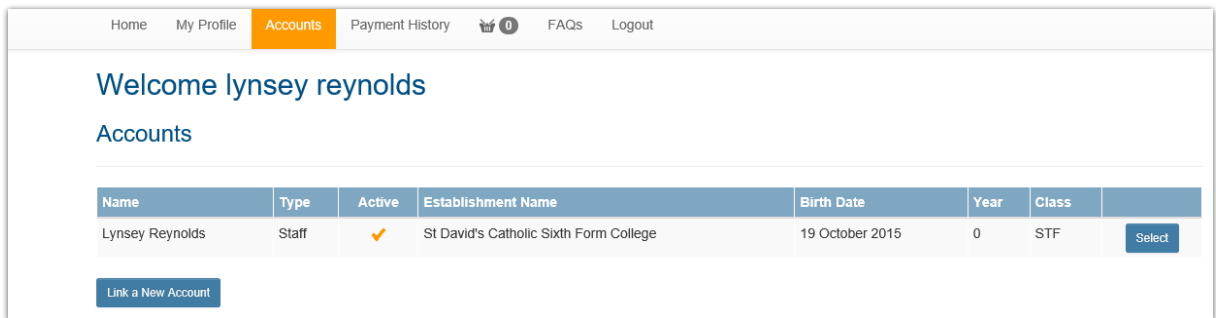


IPAY Impact Online Shop Instructions

How to buy the 2017 Leavers' Hoodies from the college shop online

1. [Log in](#) to your account
2. Click [accounts](#) tab

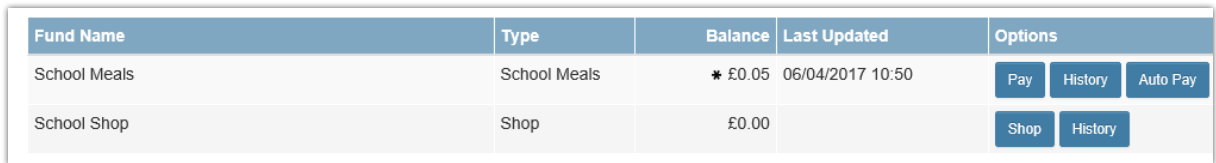


The screenshot shows the 'Accounts' tab selected in the navigation menu. Below the navigation, there is a welcome message for 'lynsey reynolds' and a section titled 'Accounts'. A table lists the account details for 'Lynsey Reynolds', including Name, Type (Staff), Active status (checked), Establishment Name (St David's Catholic Sixth Form College), Birth Date (19 October 2015), Year (0), and Class (STF). A 'Select' button is located at the end of the row. Below the table is a 'Link a New Account' button.

Name	Type	Active	Establishment Name	Birth Date	Year	Class	
Lynsey Reynolds	Staff	✓	St David's Catholic Sixth Form College	19 October 2015	0	STF	Select

[Link a New Account](#)

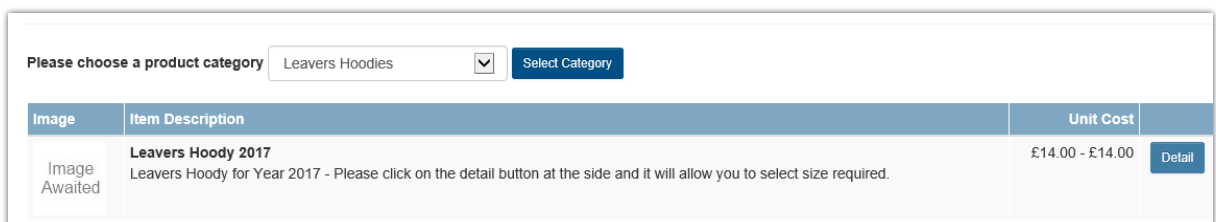
3. Click [select](#)



The screenshot shows a table of funds with columns for Fund Name, Type, Balance, Last Updated, and Options. The 'School Shop' fund is highlighted, and the 'Shop' button is visible in the Options column.


Fund Name	Type	Balance	Last Updated	Options
School Meals	School Meals	* £0.05	06/04/2017 10:50	Pay History Auto Pay
School Shop	Shop	£0.00		Shop History

4. Click on [Shop](#)
5. Select [Leavers Hoodies](#)
6. Click [Detail](#) to select size



The screenshot shows the 'Please choose a product category' dropdown menu with 'Leavers Hoodies' selected. Below the dropdown is a 'Select Category' button. The main content area displays a table with columns for Image, Item Description, and Unit Cost. The 'Leavers Hoody 2017' item is listed with a unit cost of £14.00 - £14.00 and a 'Detail' button.

Please choose a product category [Select Category](#)

Image	Item Description	Unit Cost	
	Leavers Hoody 2017 Leavers Hoody for Year 2017 - Please click on the detail button at the side and it will allow you to select size required.	£14.00 - £14.00	Detail