

## Parents Web Payments

\*Please note – you have to wait until your son/daughter has accepted their place at Cranfield before beginning able to use their Account ID/Student number\*

\*\*Account ID is your student number without the prefix of S, i.e. 123456\*\*

\*\*\*Passwords are setup on registering \*\*\*

Go to: <https://webpayments.cranfield.ac.uk/Logon.aspx>

You must register as a user before you can make payments. Select **Register as a parent**:

Web Payments

[Register as a new user](#) | [Register as a sponsor](#) | [Register as a parent](#) | [have forgotten my password](#)

IF YOU ARE ALREADY A REGISTERED USER PLEASE ENTER YOUR DETAILS BELOW

**IMPORTANT - ALL NEW USERS**  
- If you are a student and this is the first time you are using this payments system and have not yet registered, click the Register as a new user link above.  
- If you are a parent / sponsor and have not yet registered, click the Register as a parent link.

This will display this page:

Enter your **Full Name**.

Enter your **Address** including **Town/City, County, Country** and **Postcode**.

Enter your **Email** address.

Enter the **Password** you wish to use to log in. This must be between 7 and 50 characters long, include at least one number, and contain no special characters (for example \* or -).

Enter the password again in the **Confirm Password** field for confirmation.

Enter a **Security Question** to be used if you ever forget your password.

Enter the answer to the **Security Question** in the **Security Answer** field.

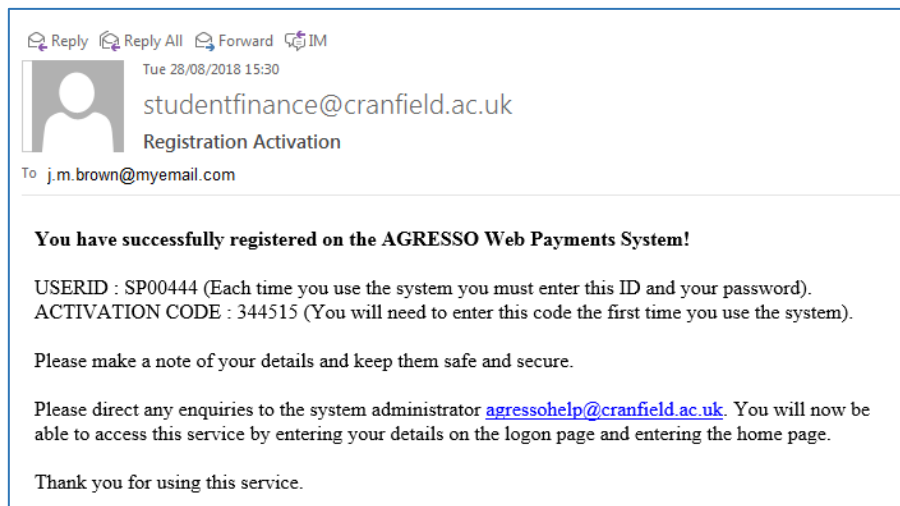
Once you have entered all the required details click on the **Confirm** button.

Your registration has been successful. Please make a note of the security details you entered and continue to the Logon Page

You have been allocated USER ID : SP00444

Confirmation has been e-mailed to you.

An e-mail will then be sent to the Email address entered above to confirm your User ID and provide an activation code.



Back to web payments enter your user ID and password:

User ID	<input type="text" value="SP00444"/>
Password	<input type="password" value="••••••••"/>
<input type="button" value="Log on"/>	

Web payments will then ask for the password again and the activation code to be entered:

User ID	<input type="text" value="SP00444"/>
Password	<input type="password" value="••••••••"/>
Activation Code	<input type="text" value="344515"/> x
<input type="button" value="Log on"/>	

An activation code is required. Please enter your password and activation code.

You will then be logged onto Web Payments.

Enter your son/daughters Account ID, which is their Student ID (without the prefix of an S) and select Find.

**Cranfield University**

Name: J M Brown User ID: SP00444 Date: 28/08/2018

- Please enter the ID of the account you are making a payment for and click Find
- Please click on the **Edit** button to enter the type of payment you want to make
- Complete the your reference number (for your record of the payment)
- Enter the amount you wish to pay
- Use the Add button to add another payment line.
- When you have completed your details, please click the Pay button.

Currency

Account ID  x

This will display your son/daughters account where you can select Edit to make a payment.

**Cranfield University**

Name: J M Brown User ID: SP00444 Date: 28/08/2018

- Please enter the ID of the account you are making a payment for and click Find
- Please click on the **Edit** button to enter the type of payment you want to make
- Complete the your reference number (for your record of the payment)
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- Use the Add button to add another payment line.
- When you have completed your details, please click the Pay button.

Currency Pound Sterling (GBP) ▾

Account ID   Brown, Mr Alex

Account	Description	Your Reference	Amount to Pay	
248111		<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/>
			0.00	

Go to **Edit** it will allow you to select **POA Tuition Fees:** and then **Deposit/Fees**

**Edit Description**

Description  ▾  
 ▾  
POA Tuition Fees: Deposit

Enter **Your Reference** and **Amount to Pay** and press **Pay** to be taken onto the card payment screens.

**Cranfield University**

Name: J M Brown User ID: SP00444 Date: 28/08/2018

- Please enter the ID of the account you are making a payment for and click Find
- Please click on the **Edit** button to enter the type of payment you want to make
- Complete the your reference number (for your record of the payment)
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Currency Pound Sterling (GBP) ▾

Account ID   Brown, Mr Alex

Account	Description	Your Reference	Amount to Pay	
248111	POA Tuition Fees: Deposit	<input type="text" value="Cranfield Tuition Fe"/>	<input type="text" value="1000.00"/>	<input type="button" value="Delete"/>
			1,000.00	