

# Online Payments - Fees Module

## Payment Provider - PayFort

Your step by step guide to get online payments set up for your SchoolsBuddy

### 1. Email Introduction

You will receive an email from us, to introduce you to our PayFort onboarding contact.

### 2. PayFort Initial Contact and Proposal

PayFort will then arrange a suitable time with you to discuss your requirements. Following this they will request particulars about your organisation, and then provide a commercial proposal.

### 3. Bank Rate

PayFort will negotiate with the bank and confirm the rates to you, along with the formal proposal and KYC requirements.

### 4. Test Payment

Once the setup is complete we will configure the payment integration and arrange for a test payment to be carried out.

### 5. Live Payments

Once a successful test payment has been achieved your SchoolsBuddy site will then be live to use online payments.