



Mercy Secondary School Kilbeggan

Online Payments for School Costs

Step by Step Guide

1. Log onto *mercykilbeggan.vsware.ie* using your Username & Password
 2. You will be directed to your child's VSWare profile page
 3. Select the **€ Fee** icon on the left hand side of the page
 4. You will be shown a list of fees that are applicable to your child
 5. Click on **PAY** across from the fee that you intend to pay
 6. Pay the school cost using your Debit or Credit Card
 7. The system will prompt you to download and print a receipt – please do this for your records
- If you have more than one child in the school, you can click NEXT to view your next child's profile and pay their school costs
 - You can pay all the school costs in one transaction or you can pay some now and the remainder at a later stage
 - You can pay in instalments or in one full transaction. A balance will be clearly displayed with the remaining amount due and the due date
 - The family administration maximum of €50 per family will still apply and it will be built into the system
 - You may still pay your school costs by posting a cheque into the school, and we will post out a receipt to you
 - Please contact principal@mercykilbeggan.ie if you have any issues whatsoever using this system