

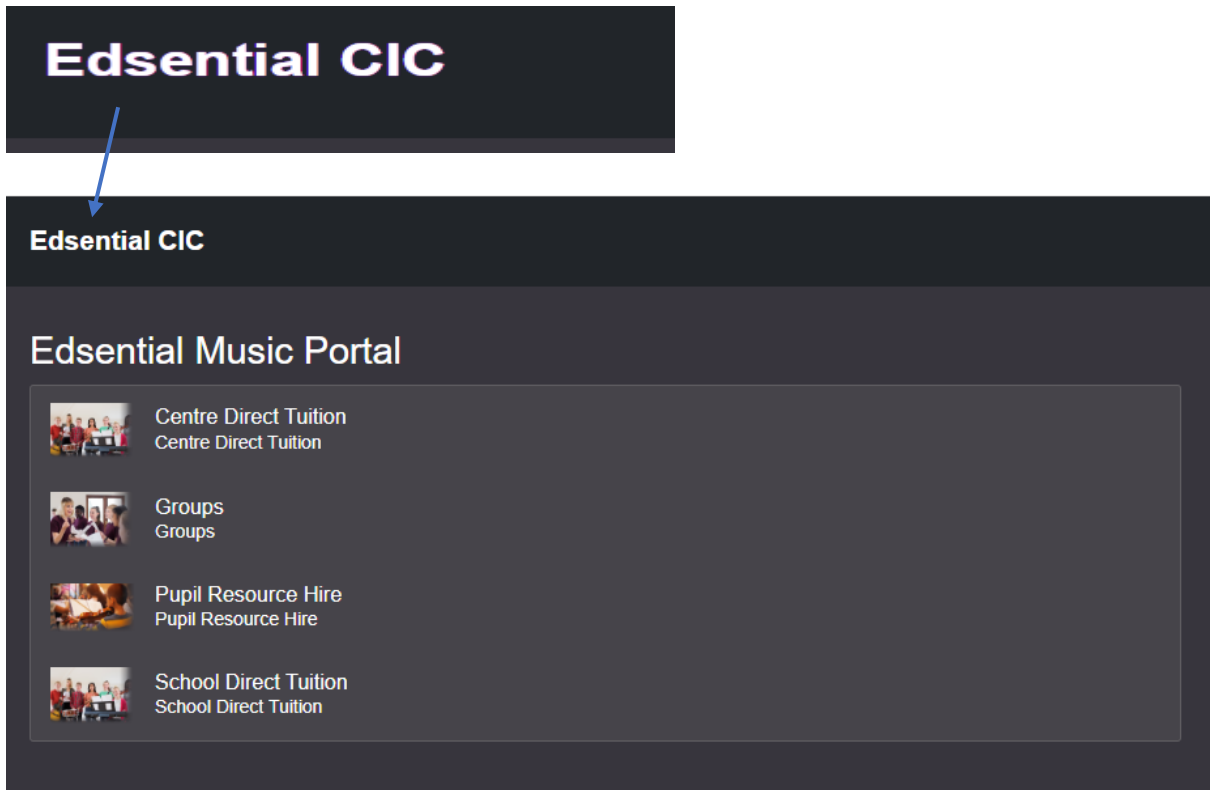
Edsential Parent Portal

User Guide

How to continue music lessons and instrument hire for the new term.

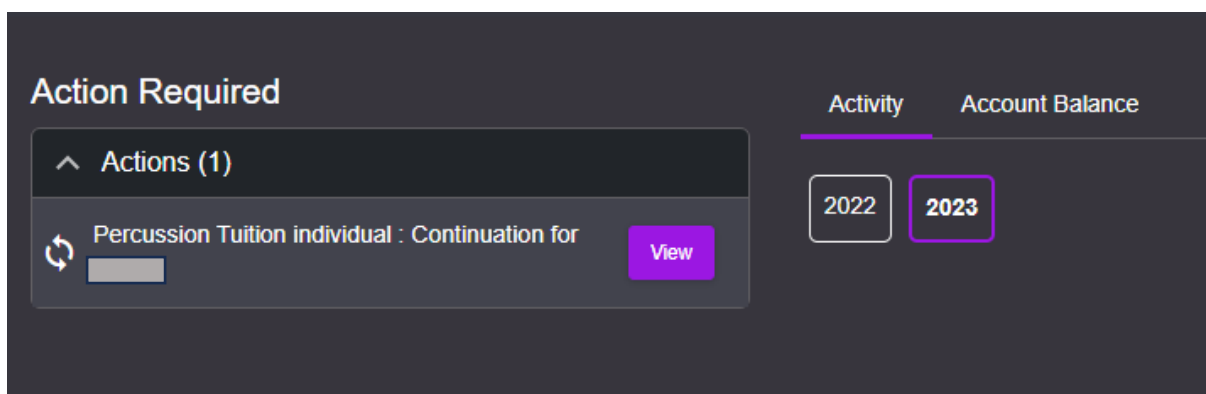
Log into the portal <https://edsential.com/paritor/>

1. In the top left corner of the portal page, click on the Edsential CIC (as below)



2. The system automatically generates a continuation application so there is no need to submit a new application. The continuation application(s) will appear under Actions Required (as below). Click on view.

Please note there may be more than 1 application for you to complete.



- To continue tuition/instrument hire as it was last academic year, please press Continue.
If you wish to amend the lesson venue or subject, please press Change.
If you no longer wish to have lessons, please select Request Finish.

Current Activity Details for [Redacted]

[Redacted] Primary School

Activity	Percussion Tuition individual
Subject	Drum Kit
Teacher	[Redacted]

[Continue](#)

Click this button to continue [Redacted] tuition unchanged into the new Academic Year

[Change](#)

Click this button to change either the venue or subject of [Redacted] lesson for the new Academic Year

[Request Finish](#)

Click this button to indicate you do not wish [Redacted] lesson to continue into the new Academic Year

- The Continue button will lead you to the lesson summary page.
Please select your payment method and confirm acceptance.
(Please note session charges are displayed excl. VAT)

Percussion Tuition individual

Pupil [Redacted]

Subject Drum Kit

Activity rate 20 Minute Individual (excl VAT)

Start date 06 Oct 2023

Reference Progressed

Info 40 Sessions @ £12.00 per session

Vat cost £96.00

You Pay £576.00 (your annual fee)

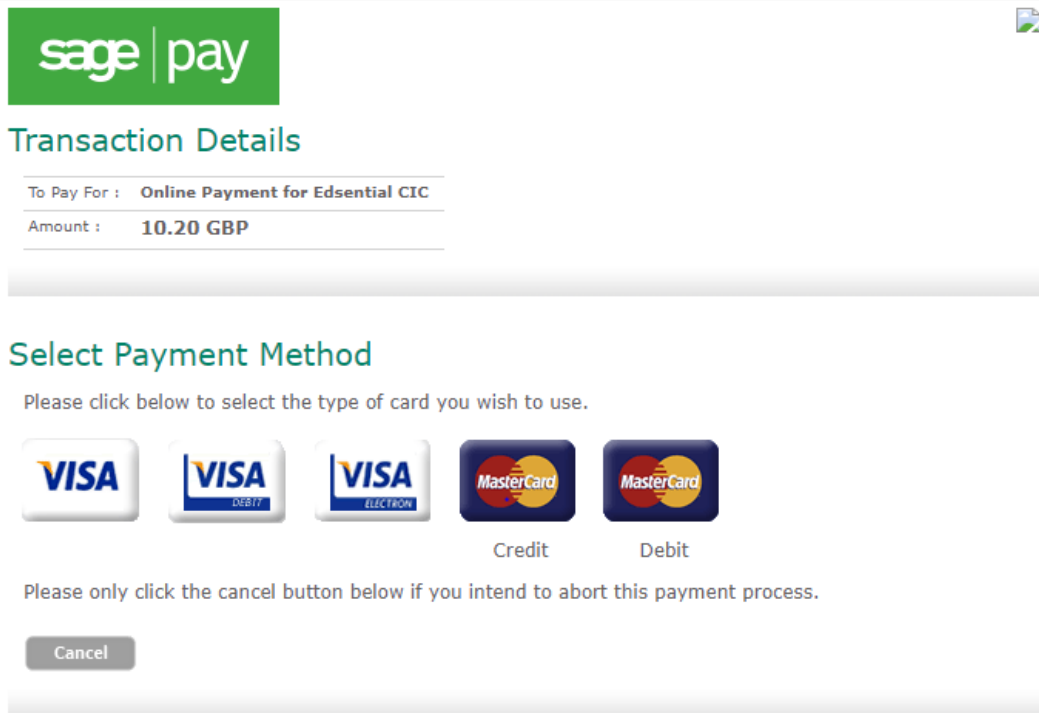
How would you like to pay this and any other outstanding fees?

[Monthly](#) Pay £57.60 today
We will create a monthly payment schedule consisting of 8 monthly payments of £57.60 starting on 04/10/2023 with a final payment of £57.60 on 04/06/2024

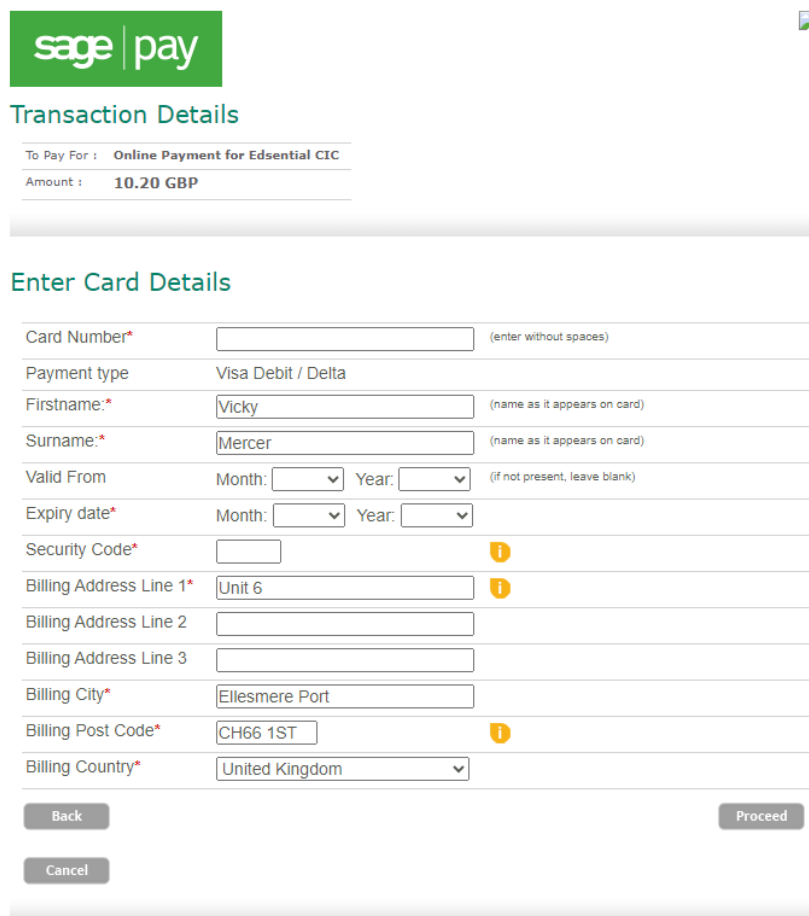
[In full](#) Pay £576.00 today

[Confirm acceptance](#) [Cancel application](#) [Reject Offer](#) [Back](#)

- You will be redirected to a payment page – please enter your payment details, making sure to select the correct card type from the available selection



The screenshot shows the Sage Pay interface. At the top is the Sage Pay logo. Below it is the heading "Transaction Details". Underneath, there are two lines of text: "To Pay For : Online Payment for Edsential CIC" and "Amount : 10.20 GBP". Below this is the heading "Select Payment Method". A message says "Please click below to select the type of card you wish to use." There are five card logos: three Visa logos (Visa, Visa Debit, Visa Electron) and two MasterCard logos (Credit, Debit). Below the logos is a "Cancel" button. At the bottom, there is a link for "FAQs" and a message: "If your browser is not showing the secure padlock on your screen click on this padlock."



The screenshot shows the Sage Pay interface. At the top is the Sage Pay logo. Below it is the heading "Transaction Details". Underneath, there are two lines of text: "To Pay For : Online Payment for Edsential CIC" and "Amount : 10.20 GBP". Below this is the heading "Enter Card Details". There are several input fields: "Card Number*" (with a note "(enter without spaces)"), "Payment type" (set to "Visa Debit / Delta"), "Firstname:*" (set to "Vicky", with a note "(name as it appears on card)"), "Surname:*" (set to "Mercer", with a note "(name as it appears on card)"), "Valid From" (Month and Year dropdowns, with a note "(if not present, leave blank)"), "Expiry date*" (Month and Year dropdowns), "Security Code*" (with an information icon), "Billing Address Line 1*" (set to "Unit 6", with an information icon), "Billing Address Line 2", "Billing Address Line 3", "Billing City*" (set to "Ellesmere Port"), "Billing Post Code*" (set to "CH66 1ST", with an information icon), and "Billing Country*" (set to "United Kingdom"). At the bottom, there are "Back", "Proceed", and "Cancel" buttons. At the very bottom, there is a link for "FAQs" and a message: "If your browser is not showing the secure padlock on your screen click on this padlock."

- Please press Proceed to complete your progression.