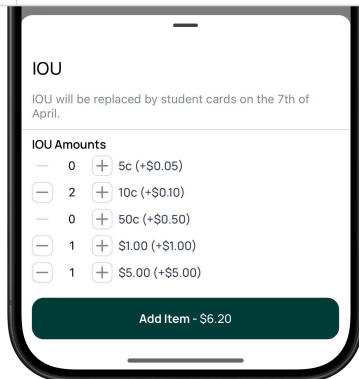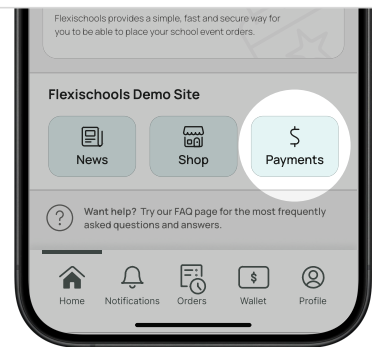**Flexischools**

Using an IOU payment service

Pay an IOU on Flexischools

An IOU is a request from your school's canteen to pay them back for items that were provided to your student without payment, such as a replacement lunch or uniform.

Step 1

Create an order

1   On the home page, locate the **"Payments"** button under your child's school.

2   **Select the relevant child.**

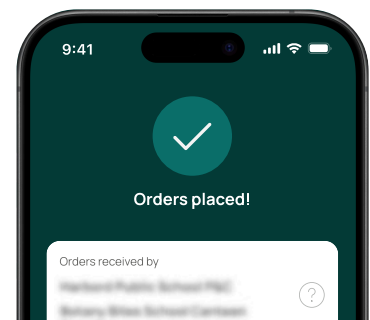3   Click the service named **"IOU Service."**

Step 2

Add an amount to the cart

4   Click the item called **"IOU."**

5   **Use the "+" buttons** next to the denominations to add to the correct value of the IOU request.

6   Once the full amount is added, click **"Add Item"**.

Step 3

Checkout and pay

7   Click the **"View Cart"** button.

8   Ensure you have added the **correct amount** to the cart.

9   Click **"Checkout"** to pay the IOU.

Need more help?   Flexischools' customer support team is available **Monday - Friday 7AM – 4PM AEST on 1300 361 769.**   www.flexischools.com.au