



# Holiday Playclub Online Payment Instructions

Link to RBC online payments site:

[https://www.civicaepay.co.uk/Reading/Webpay\\_Public/Webpay/Default.aspx](https://www.civicaepay.co.uk/Reading/Webpay_Public/Webpay/Default.aspx)

Reading Play now accept online payments for Holiday Playclub sessions. Here are some things you should know about this new system:

- We accept online payments during the pre-booking period and for onsite bookings.
- When making a payment on site, you will have to present your payment confirmation. Confirmation of the payment comes in the following formats:
  - ◆ **Confirmation email**; this can either be a print out, or presented to the site leader on a smart phone.
  - ◆ **Payment receipt number**, found on your email confirmation (this is a 13 digit number and appears as 'HWPP000XXXXX').
- As is the case with childcare voucher payments, please ensure that there is space for your child/ren at your desired Holiday Playclub before making any payments.

What follows in this document is a step-by-step guide to making your online payment.



**WEBSITE:** [www.readingplay.co.uk](http://www.readingplay.co.uk)

**Phone:** 0118 937 2632 **EMAIL:** [reading.play@reading.gov.uk](mailto:reading.play@reading.gov.uk) **FACEBOOK:** [www.facebook.com/ReadingPlay](http://www.facebook.com/ReadingPlay)



## Reading Play Payment

Please note - information on this page will time-out after 15 minutes of inactivity

\* = Mandatory Field - You can now view your Council Tax account online. If you wish to register for this service please visit [www.reading.gov.uk/customeraccount](http://www.reading.gov.uk/customeraccount). Please note there is a 0.60% charge when paying by credit card there is no charge when paying by debit card.

Please Select Payment Type		Reading Play : WEBPAYPUBLIC (Internet V)	
Council Tax		Please select a service to pay for and click 'Select' button.	
Rents 6 Digit Number		<input type="text" value="Coley Park After School Nomal Session"/>	<input type="button" value="Select"/>
Rents 7 Digit Number		Please enter customer reference	
Invoices		<input type="text"/>	
BIDS			
Business Rates		Amount	Quantity
Leasehold Charge		<input type="text" value="10.00"/>	<input type="text" value="1"/>
Service Pay		Total Amount	<input type="text"/>
Library		<input type="button" value="Calculate"/>	
Museum and Town Hall		<input type="button" value="Add to List"/>	<input type="button" value="Cancel"/>
Planning		<a href="#">Back To Top</a>	
Nurseries			
Registers Office			
<b>Reading Play</b>			

1. Once you are on this page; click 'Reading Play' on the left side of the page under 'Payment Type'.

## Payment Review

To modify a payment click the Modify link. To remove a payment click the Delete link  
To make a payment, click Pay. You will be redirected to a holding page while your request is processed. You will then be directed to the next step in the payment process

Account Type	Amount (£)	Description	Reference	VAT
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**Page Shortcuts**

[Payment Entry](#)   [Payment Review](#)

## Reading Play Payment

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Please Select Payment Type      Reading Play : WEBPAYPUBLIC (Internet V)

- Council Tax
- Rents 6 Digit Number
- Rents 7 Digit Number
- Invoices
- BIDS
- Business Rates
- Leasehold Charge
- Service Pay
- Library
- Museum and Town Hall
- Planning
- Nurseries
- Registrars Office
- Reading Play**

Please select a service to pay for and click 'Select' button.

**Select**

- Coley Park After School Nomal Session
- Coley Park After School Short Session
- Coley Park After School Discounted Normal Session
- Coley Park After School Discounted Short Session
- South Reading After School Normal Session
- South Reading After School Short Session
- South Reading After School Discounted Normal Session
- South Reading After School Discounted Short Session
- Waterloo Meadows After School Normal Session
- Waterloo Meadows After School Short Session
- Waterloo Meadows After School Discounted Normal Session
- Waterloo Meadows After School Discounted Short Session
- Green Park Holiday (AM/PM Session)**
- Green Park Holiday (Short Day)
- The Hill Holiday (AM/PM Session)
- The Hill Holiday (Full Day Extra)
- The Hill Holiday (Short Day)
- Waterloo Meadows Holiday (AM/PM Session)
- Waterloo Meadows Holiday (Short Day)
- A Christmas Journey
- Other Reading Play Club Payments

Delete link

2. Once you've selected your 'Payment Type', you will need to select a service to pay for from the drop down list. Once you've chosen a service, click the 'Select' button.

Account Type	Amount (£)	Description	Reference	VAT
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**Pay**      [Back To Top](#)

[Help](#)[link opens in new window]   [About](#)[link opens in new window]   :::

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Please Select Payment Type   Reading Play : WEBPAYPUBLIC (Internet V)

- Council Tax
- Rents 6 Digit Number
- Rents 7 Digit Number
- Invoices
- BIDS
- Business Rates
- Leasehold Charge
- Service Pay
- Library
- Museum and Town Hall
- Planning
- Nurseries
- Registrars Office
- Reading Play

Please select a service to pay for and click 'Select' button.  
The Hill Holiday (AM/PM Session)   **Select**

Please enter your reference

Amount	Quantity
10.00	1
Total Amount	

**Calculate**

**Add to List**   **Cancel**   Back To Top

3. You will need to enter a reference for your payment, this needs to be the name of the child/ren you wish to purchase sessions for.

### Payment Review

To modify a payment click the Modify link. To remove a payment click the Delete link  
To make a payment, click Pay. You will be redirected to a holding page while your request is processed.

Account Type	Amount (£)	Description	VAT

**Pay**   Back To Top

4. Where appropriate, enter the quantity of sessions you wish to purchase and click 'Calculate' to bring up your 'Total Amount'.



## Reading Play Payment

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Please Select Payment Type	Reading Play : WEBPAYPUBLIC (Internet V)
Council Tax	Please select a service to pay for and click 'Select' button.
Rents 6 Digit Number	The Hill Holiday (AM/PM Session) <input type="button" value="Select"/>
Rents 7 Digit Number	Please enter your reference
Invoices	John Smith
BIDS	Amount    Quantity
Business Rates	10.00    14
Leasehold Charge	Total Amount
Service Pay	140.00 <input type="button" value="Calculate"/>
Library	<input type="button" value="Add to List"/> <input type="button" value="Cancel"/> <input type="button" value="Back To Top"/>
Museum and Town Hall	<input type="button" value="Adds the payment to the list"/>
Planning	
Nurseries	
Registrars Office	
<u>Reading Play</u>	

5. When you're happy with the details you have provided and the amount, click the 'Add to List' button.

### Payment Review

To modify a payment click the Modify link. To remove a payment click the Delete link

To make a payment, click Pay. You will be redirected to a holding page while your request is processed. You will then be directed to the next step in the payment process

Account Type	Amount (£)	Description	Reference	VAT



## Reading Play Payment

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Please Select Payment Type    Reading Play : WEBPAYPUBLIC (Internet V)

- Council Tax
- Rents 6 Digit Number
- Rents 7 Digit Number
- Invoices
- BIDS
- Business Rates
- Leasehold Charge
- Service Pay
- Library
- Museum and Town Hall
- Planning
- Nurseries
- Registrars Office
- Reading Play

Please select a service to pay for and click 'Select' button.

Coley Park After School Nomal Session    **Select**

Please enter customer reference

Amount    Quantity  
10.00    1

Total Amount    **Calculate**

**Add to List**    **Cancel**    Back To Top

6. Your payment/s will appear in the 'Payment Review' section. From here you can modify the payment, or delete it.

7. You can add more payments to your list, please be aware that the service select dropdown list defaults back to 'Coley Park After School Normal Session'.

## Payment Review

To modify a payment click the Modify link. To remove a payment click the Delete link. To make a payment, click Pay. You will be redirected to a holding page while your request is processed. You will then be directed to the next step in the payment process

Account Type	Amount (£)	Description	Reference	VAT	Modify	Delete
Reading Play	140.00	The Hill Holiday (AM/PM Session) -	3820817500000000	E	<b>Modify</b>	<b>Delete</b>
Total Amount	£140.00					

**Delete All**

8. When you're happy with what appears in 'Payment Review' you can proceed to 'Pay' for the sessions.

**Pay**    Back To Top



**Page shortcuts**

[Card Details](#) [Card Account Details](#)

## Make a Payment

Please note - information on this page will time-out after 20 minutes of inactivity

\* =Mandatory Field

Payment Amount: £140.00

### Card Details

Enter card number without spaces \*

Start date (month, year)

 

Expiry date (month, year) \*

 

Issue Number (Switch/Maestro Cards only)

Security Code \*

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### Card Account Details

Enter cardholder name and address details:

Name appearing on card \*

Select address from list, and click 'Select' button. Or enter details manually below.

 

House number/name \*

Street \*

Area

Town \*

County

Postcode \*

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9. On this page you will need to enter your card details and submit your payment.



## Payment Successful

Please note - information on this page will time-out after 20 minutes of inactivity



Thank you. Your payment for £1.01 has been accepted

This is NOT a VAT receipt.

Please make a copy of this receipt for your records

To email the receipt, enter the full email address and click on the 'Email' button

Email

Print

To print this page, click the Print button

VAT receipt

To display a VAT receipt, click the VAT button

Finish

To finish this payment, and start another task, click Finish

10. Once you've made your payment, this page will appear. From here you can obtain your email receipt, as well as obtain a VAT receipt.

Please obtain an email receipt as this provides more details if your payment, as well as your receipt number. This can then be presented to the site leader as proof of online payments.

If you have any questions about the online payment system. You can contact us using the following methods:

Phone: 0118 937 2632

Email: [reading.play@reading.gov.uk](mailto:reading.play@reading.gov.uk)

Facebook: [www.facebook.com/ReadingPlay](http://www.facebook.com/ReadingPlay)

WEBSITE: [www.readingplay.co.uk](http://www.readingplay.co.uk)

Phone: 0118 937 2632    EMAIL: [reading.play@reading.gov.uk](mailto:reading.play@reading.gov.uk)    FACEBOOK: [www.facebook.com/ReadingPlay](http://www.facebook.com/ReadingPlay)